

MICROSOFT OFFICE

Beta 2 Release

Technical Handbook

Beta Kit, October 2000
Confidential Information

Microsoft®

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Introduction

Thank you for participating in the Microsoft® Office Beta 2 program. Your review of this Beta release is very important to us—it enables us to fine-tune our features and design direction.

This handbook contains:

- An installation guide.
- An overview of new Microsoft Office features.
- A list of known issues that will be addressed before we officially release Office.
- Instructions on how to submit issues and bugs
- Pointers to Web sites, newsgroups and other means of support.

To make it easier to give feedback and to learn more about Office, we have set up a Web site at <http://beta.office.microsoft.com> especially for this Beta release. The site is updated daily and contains news updates, a list of FAQs/KB articles, tips and tricks. You can also report issues and bugs, and you check on status of bugs you’ve already reported. The Web site also contains forms for reporting issues. Every week we will highlight a feature or set of Office features in in-depth articles and online chat sessions. Please check the Beta Web site for further announcements

To log on to the Web site, you need your Beta ID and password, both of which have been sent to you in e-mail. If you have not received your Beta ID or password within a few days after receiving this kit, please send e-mail to off10bia@microsoft.com or call (425) 936-2382. Please note that this e-mail address and telephone number are administrative support services only; and cannot answer technical questions.

In addition to our Web site, we have set up private newsgroups for discussions about the new features, expressing general concerns, and providing other feedback to the product group. Please limit your comments and discussions about this release to the secure newsgroup we have created solely for this program (see Appendix A, “Using Secure Newsgroups,” for details).Beta.

Please do not discuss details of Microsoft Office Beta 2 outside of the secure newsgroups.

As you know, this is a preliminary version of the software, so *we recommend that you install it on a separate testing computer*. Please do not use the software when working with original or critical files.

Thank you again for helping us make this version of Microsoft Office the best version ever.

The Microsoft Office Beta Team

Getting Started

Your Beta kit contains the following items:

- The Office Beta 2 CD, including the Office Web Server and Office Resource Kit.
- The Office Small Business Edition Beta 2 CD.
- The Office Beta 2 Language Pack CD's 1, 2, 3, and 4.
- This handbook.
- A cover letter accompanying this kit.

Please read this guide thoroughly. It could answer many of your questions and save both you and the support team considerable time and effort.

Beta ID Number & Password

By now you should have received via e-mail, a Beta ID and password. You will need to use your Beta ID and password to access the Beta newsgroups and the Office Beta 2 Web site. If you have not received your password within two business days after receiving your Beta kit, please e-mail off10bta@microsoft.com.

Tester Requirements

- Make sure that the software is used only by the Beta participants at your site in accordance with the Microsoft Non-Disclosure Agreement (see Appendix B).
- Keep all information pertaining to the Beta program and the results of your testing confidential between your company and Microsoft personnel.
- Please be aware that Beta software might contain problems that could affect normal office productivity. You should back up your system before installing Office, and back up often when you are running the Beta program. You should use this Beta software on a designated testing computer. You should not use this Beta software on the same computer where you store critical data files or files for which you do not have a backup copy. Microsoft is not responsible for any problems resulting from the use of this Beta software.
- Upon notice of completion of the Beta program, destroy all of the Beta software and program documentation.

Administrative Support

If you require administrative assistance (for example, if you received a damaged CD or need to report an address change), please e-mail off10bta@microsoft.com or call (425) 936-2382. Please have your Beta ID number ready, and one of our customer service representatives will assist you.

Please note that this is an administrative support service only; we cannot answer technical questions via this e-mail address or telephone number.

Bug Reports

Please use the Office Beta Web site (<http://beta.office.microsoft.com>) to report bugs and issues. If you encounter a problem filing a bug report please send e-mail to off10bta@microsoft.com. We will attempt to find a resolution as soon as possible.

Newsgroups

If you have concerns about the design of certain features or other issues that would benefit from a dialogue with the Office product group or with other Office Beta sites, please use the secure Internet newsgroups. We have set up discussion forums on secure Internet newsgroups (see Appendix A, "Using Secure Newsgroups," for more information). In these secure forums, you may discuss the Office Beta 2 release without violating any Microsoft non-disclosure agreements. By the time you read this, you should have received, via e-mail, a username and password that will allow you to enter these newsgroups. If you have not received your Beta ID and password, please send an e-mail message to off10bta@microsoft.com.

Installing Microsoft Office Beta 2

More details on setup can be found in the "Troubleshooting Setup problems" and "Release & Deployment" sections.

Note: You can run the Office Beta products until 6/30/2001, at which point these releases expire.

Before Installing

Before installing the Office Beta 2 software you need to prepare your computer and ensure that it has the minimum system requirements.

Prepare Your Computer

- Back up your important data files.
- Back up your settings by using the Office Profile Wizard. You can find this tool in the ORK on the Web. You might need these settings to reproduce and report possible upgrade bugs.
- Use a separate testing computer for the Office Beta 2 release.
- If you dual boot between Windows 9x and Windows NT, we recommend that you keep each system on a separate partition and install Office Beta 2 from each operating system. This avoids problems with shared files in the <Program Files> directory that have system-specific versions.

System Requirements

- Microsoft Windows 98, Microsoft Windows NT 4 with at least Service Pack 6a installed, Windows 2000, or Windows Millennium Edition. This version of Microsoft Office will not function on Windows 3.x, Windows NT 3.5x, Windows 95, or the Beta

version of Windows Whistler. Additional requirements might be applicable for editing multilingual documents. These are documented in the “International Support Features” section later in this handbook.

- An x86-compatible PC that meets minimum hardware requirements for Windows 98 or later or Windows NT 4 or later. A P5 90 MHz processor with at least 32 MB of RAM is recommended for this Beta, or at least 64MB when running on Windows NT or Windows 2000.
- 350 MB of free hard-disk space
- At least 4 Mb of available space in the registry (Windows NT only)
- 50 MB extra hard-disk space for each language user interface. It is strongly recommended that the language version of the operating system match the language version of the Beta release that you are installing.
- CD-ROM drive.

Installing the Office Beta Release

- 1 Make sure there are no programs running on your system. If you are running Windows NT or Windows 2000, you need to be logged on with administrative privileges. See the Office Resource Kit for instructions on how to deploy Office to users with ‘User’ rights.
- 2 Insert the CD, and then follow the instructions on the screen.
- 3 If you install on a computer that does not have Office 2000 SR1 or Windows 2000 or greater level system files, you will be prompted to install the Office System Files Update. After the Update is installed, you will be prompted to restart the computer.
- 4 After restart, Office Setup will automatically re-launch to guide you through the installation of the Office Beta applications.
- 5 Continue following the instructions on-screen, configuring Office according to your needs.

Notes:

- a) You will be prompted to enter a Product Key during the installation. You will find these keys on the stickers on the back of your CD case. To better understand the product behaviors determined by the keys, see the “Product Keys” section below for descriptions of each. If possible, you should install and test each product type on separate machines.
- b) If you are installing on a machine that has an older version of Office, and you choose to remove your previous version as part of the upgrade, and you plan to return to using your older version when you uninstall the Beta, please make sure that you have the previous version CD available to install from if you plan to return to the older version.

- c) Two versions of Microsoft Outlook cannot exist on the same machine at the same time. If you choose to install Outlook Beta 2, you cannot also choose to keep your previous version of Outlook.

Product Keys

The Office Beta Product Keys can be found on the stickers on the back of your Beta CD case. One is – labeled “Office Product key,” and the other is labeled “Office Subscription Product Key.” Below are descriptions of the behaviors for each product:

- Installing the Microsoft Office Beta product by using the “**Office Subscription Product Key**” will give users a subscription-based version of Office. Beta testers who install the Beta product by using the “Office Subscription Product Key” will be required to activate their subscriptions for Microsoft Office Beta either over the Internet or by telephone. Testers must activate the product before the 20 pre-activation grace boots run out. If the product is not activated, it will go into “reduced functionality mode,” where testers can only view documents, not create new ones or save modifications to ones.
- When you activate your subscription, you will get a subscription license that will allow you run the product for a period of one month. The initial subscription can be renewed or extended (in one month increments) anytime before it expires. This renewal can be done over the Internet (insert Internet address here) or by telephone (insert the telephone number here). If the subscription expires and the Beta tester does not renew, the product will revert to running in reduced functionality mode. More information about Office subscription can be found in the ‘Office Subscription Mode’ section of this document under ‘Release and Deployment Features.’
- Installing any Office Beta product using the “**Office Product Key**” will give users a regular (non-subscription) version of Office
- Beta testers who install the Beta products by using the “Office Product Key” will be required to activate the product over the Internet or by telephone. Beta testers must activate the product before the 20 pre-activation grace boots run out. If the product is not activated, it will go into “reduced functionality mode”, where testers are only able to view documents, not create new ones, or save modifications to existing documents.

If you have issues with product activation after installation is complete, see “Trouble shooting setup problems” later in this document, the FAQ section on the Office Beta Web site, or the newsgroups.

1. Removing the Office Beta Release: On the Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double click **Add/Remove Programs**.
3. On the **Install/Uninstall** tab, click **Microsoft Office**.
4. Click **Add/Remove** (in Windows 2000, click **Change**), and then follow the instructions on the screen.

5. If you are using Windows 98 or Windows NT 4, where the Office System Files Update was required, you should uninstall the update via the **Add/Remove Programs** dialog box.

Troubleshooting Setup Problems

In the event of a setup failure, you will be prompted to report the problem to Microsoft by using the setup failure reporting mechanism. While reporting the failure is entirely optional, it will greatly help us improve the quality of. Also, if the failure is a known issue, additional information or help might be available.

Setup Logs – Two log files are created in your TEMP directory when you run Office setup. The files are called Office Beta setup(nnnn).txt and Office Beta setup(nnnn)_task(mmmm).txt. When reporting problems that occur during initial installation, please include the most recent files with your problem report. If you choose to report via the setup failure reporting mechanism, noted above, these log files are included automatically.

Office Beta 2 Program Features

The rest of this handbook contains sections on the various components of Office Beta 2. Each section starts with a list of features for which we would most like feedback and testing. We are very interested in hearing about specific features you feel need improvement. Examples include features you think perform slowly or dialog boxes you find confusing.

Note When working with this Office Beta 2 software, be sure to save your documents frequently. Do not use this Office Beta for critical work.

General Areas to Test

- Do all of your files that you created in previous Office versions open, display properly on the screen, and print correctly?
- Do HTML documents generated by Office applications display correctly in your browser?
- Do all of your macros and documents that were created in previous Office versions work correctly?
- How does this new version of Office compare to the old version?
- What do you think of the speed of Office Beta 2 compared to that of Office 2000?

General Microsoft Office Features

These features apply to all of the Office programs.

User Interface Features

Core UI

New Look / Side panes

- Office Beta 2 has a new, streamlined, flatter look. It is designed to decrease the amount of clutter onscreen, while taking advantage of high-color displays and new Windows 2000 technologies.
- Office Beta 2 includes several new task panes, which enable users to format their documents more quickly while still being able to edit their documents. Several features from Office 2000 have been redesigned to take advantage of the task pane, including Mail Merge, Slide Templates, and the Clipboard Toolbar.

Speech Recognition: Voice Command and Dictation

- Using Microsoft's speech recognition technology, users can speak the names of toolbar buttons, menus, menu items, alerts, dialog controls and task pane items in Office. Using the Language bar, users can quickly switch between Dictation and Voice Command modes by clicking on the buttons or saying "Dictation" or "Voice Command", respectively. To find out the voice command of an item, click it, and the balloon in the Language Bar will reveal its Voice Command phrase. The balloon will also reveal the last voice command the computer recognized
- To start using Speech recognition, click Speech on the Tools menu in Microsoft Word. After installation has completed, Speech will be available in all the Office Applications except Office Designer. The first time you start Speech, you will be taken through the Training Wizard, which is recommended for optimal results in dictation mode.

AutoCorrect Options buttons

- The AutoCorrect Options button puts users back in control of automatic actions in Microsoft Office. Whenever automatic-spelling corrections (e.g., "hsi" to "his"), auto-formatting (e.g., ☺, ½, hyperlinks, etc.) and automatic list creation occurs, the AutoCorrect Options button appears. By clicking it, users can undo individual automatic actions, or prevent those actions from ever happening again. It also provides a link to the AutoCorrect Options dialog where the user can take full control over the automatic actions that occur in that Office application.

Don't Refire on Retype

- If an automatic correction happens, then the user deletes the corrected text and retypes the original text, Microsoft Office will not correct the user's typing again.

Paste Options Buttons

- When a user pastes into an Office application, a Paste Options button will appear near the pasted text to give the user quick control over how the pasted text is formatted. This makes it even easier for users who copy and paste to integrate content from many different sources into a consistently formatted document.

Office Clipboard

- The Clipboard Toolbar has been expanded to hold up to 24 items It also now appears as the Office Clipboard in the task pane, with rich previews of the text or pictures that have been copied. An icon in the Windows system tray allows users to control the Office Clipboard even when it's not visible, and notifies the user when items are being copied to the Office Clipboard, from other Office and non-Office applications.

Help/Assistant

- The Office Assistant (e.g., Clippit) no longer appears by default when Office starts. It will only appear when the user requests help or when specific Help information needs to be presented to the user.
- The Ask A Question box now appears on the menu bar of every Office application. Users can quickly ask questions in plain English to get help, as an alternative to asking the Office Assistant character.
- The Help window has been refined to be faster and easier to manage alongside Office applications. The Auto Tile button enables users to quickly tile the Help and Office windows.

Web Services

Add Network Place Wizard

- Using a step-by-step interface, the Add Network Place Wizard enables users to easily connect to existing folders and create new folders on multiple types of servers, including FrontPage server and Office Web Server. Once users add Network Place, it's easy to connect to Web Folders on an intranet or on the Internet.

WebDrives/Passport

- Using MSN Communities, users can save their documents to a file cabinet on the Internet, which can be private or public. Users can then easily share files on the Internet without ever leaving Microsoft Office. MSN Communities uses Passport as their authentication mechanism.

Free/Busy Sharing

- Using Microsoft Outlook, users' Free/Busy information can be published to the Internet for free, making it easy to schedule meetings with other Outlook Beta 2 users with whom users don't share an Exchange server.

Known Issues

Speech

- Voice Command in dialogs currently doesn't function when running on Windows 98.
- Speech recognition requires a high quality microphone. The preferred type of microphone is a "close-talk" microphone, which should be positioned about a thumb's width from the corner of your mouth.
- Microphones and their appropriate drivers should be installed before running Speech. To check this, Go to Start> Programs> Accessories> Entertainment> Sound Recorder,

press the record button and say a few words. Please ensure that the sound plays back properly.

- Speech recognition requires a relatively fast computer. The minimum recommended configuration is a PII 300 with 128 MB of RAM. Speech recognition should not be used on a machine with only 32 MB of RAM. Doing so could result in this Beta's office applications crashing on boot.

Add Network Place wizard

- To use the Add Network Place Wizard, you must have a Microsoft Passport. (All MSN Hotmail accounts are also Microsoft Passport accounts.) If you do not currently have a Passport, you can sign up for a free Microsoft Passport by going to <http://www.passport.com/> or <http://www.hotmail.com/>. Please have your Passport sign-in name and password ready when you select the Add Network Place Wizard. The capability to sign up for a Microsoft Passport within Microsoft Office is not functional in Beta 2.

Help

- If you use Microsoft Office 2000 or Microsoft Office family members (including Microsoft MapPoint 2001 and Microsoft Project 2001)do not run the older version of Office Help simultaneously with Beta 2 Help. Doing so will cause Help to crash. Close Help in Beta 2 before using Help in the older Office family application.

Office Web & Collaboration Features

Office Beta 2 includes some new collaboration features that help you track, review, and merge changes made to documents, spreadsheets, and presentations shared by multiple users.

E-mail based collaboration

One way that users commonly collaborate is to attach a document to an e-mail message and send it to a number of reviewers. In Office Beta 2, we've added features to Outlook and the other Office applications to help authors track the documents they've sent out, and manage the changed versions that reviewers return.

From within the applications (requires Outlook Beta 2)

Send a file to reviewers:

1. Open Word, Excel, or PowerPoint.
2. Open a file that you want to send to reviewers
3. From the **File** menu, select **Send To** and then **Mail Recipient (for Review)**
4. Outlook will create a mail item that you can send to your reviewers.
5. Do one or both of the following:
 - You can modify the text of the message to add your own touch.
 - Once the message is as you want it, send the e-mail to the reviewer.

Open, review, and send the file to the author:

1. Click the attached file to open it.
The “**Reviewing** toolbar” is displayed. Notice that there is an additional **Reply with Changes** command on the Reviewing toolbar, and that Track Changes is turned on for the reviewer.
2. Review and edit the file.
3. Point to **Send To** on the **File** menu and then click **Original Sender**.

Open the returned, reviewed file:

1. In Outlook, click the attached file to open it: prompt displays, asking if the author would like to merge changes into the original file.
The Reviewing toolbar will be shown and the reviewer’s changes will be highlighted.
The Reviewing toolbar will have an additional command—**End Review**.
2. Do one of the following:
 - Click **End Review** to take the current document out of the review cycle.
 - Accept or reject changes, make additional changes, and send to reviewers again.

From within Outlook Beta 2

Send a file to reviewers:

1. Address a new e-mail message to your reviewers.
2. Attach the file that you would like reviewed.
3. Send the message.
Open, edit, and resend the file to the author:
 1. Click the attached file to open it. The Reviewing toolbar will be shown with the additional **Reply with Changes** command. If you sent the message with the **Review** flag set, then Track Changes will be turned on, and the reviewer’s changes will be highlighted.
 2. Point to **Send To** on the **File** menu, and then click **Original Sender**.

Open the returned, reviewed file:

2. In Outlook, click the attached file to open it.
A prompt will display, asking if the author wants to merge changes into the original file. (In PowerPoint, the author might be asked about adding a baseline to the presentation.)
The Reviewing toolbar will be shown and the reviewer’s changes will be highlighted.
The Reviewing toolbar will have an additional command—End Review.
4. Do one of the following:
 - Click **End Review** on the **Reviewing** Toolbar.
 - Accept or reject the comments, make changes if necessary, and resend.

File New

All Office applications contain a **New File** task pane in all the applications that consolidates common document functionality such as opening recently used documents and creating new documents. This task pane is displayed when you start an Office application. It can also be invoked from File New.

Office also allows you to save templates created in Word, PowerPoint, and Excel to Web servers, and to create new documents based on these templates. You can save a template to a Web server by running Office Web Server Extensions 2000 or Office Web Server Extensions Beta 2.

Save a template to a Web server:

1. Open the application you wish to use to create your template.
2. Create the file you want to save as a template.
3. On the **File** menu, point to **Save As**, and then click select **Document Template** (Word), **Design Template** (PowerPoint), or **Template** (Excel).
4. In the **File name** list, type the template name.
5. On the **Places** bar, click **My Network Places** (in Windows2000) or **Web Folders** (in Windows 98/Windows NT4).
6. Navigate to and then double-click the shortcut for the Web server where you want to save your template.
7. Click **Save** to save the template.
8. On the **File** menu, click **Close**.

Create a new document based on the template you saved in the steps above:

1. On the **File** menu, point to **New**, and then click **Templates on my Web Sites**.
2. On the **Places** bar, click **My Network Places** (in Windows 2000) or **Web Folders** (in Windows 98/Windows NT4)
3. Navigate to and then double-click the shortcut for the Web server on which the template is saved.
4. Click to select the template.
5. Click **Create New** to create a new file based on the template.

In the File New task pane, you can create a new document based on another document you have already created:

1. On the **File** menu, point to **New**, and then click **Choose Document**.
2. Click to open the document you want to use to create a new document.
3. Click **Create New** to create the new document.
4. Type in any name you want.

File Open and Save dialogs

Resizable dialogs

The File Open and Save dialogs are now resizable.

Resize the File Open and Save dialogs:

1. On the **File** menu, click **Open** or **Save**.
2. Move the mouse over the bottom, right corner of the dialog box until you see a two-headed arrow.
3. Click and drag down or to the right to increase the size of the dialog box.

Customizable Places bar

Add a custom folder location as a shortcut on the **Places** bar:

1. On the **File** menu, click **Open** or **Save**.
2. Select the folder to which you want to add a shortcut.
3. On the Tools menu in the dialog box, click **Add to My Places**.

Insert Web Component

Link Bars

Within Microsoft Word Beta 2, you can create a navigation bar to link to documents that reside on a Web server running Office Web Server Extensions 2000 or Office Web Server Extensions Beta 2. You can insert navigation bars into Web Pages (HTML) and Web Archives (MHTML) that reside on the Web server.

Insert a navigation bar:

1. Create a new document in Word.
2. On the **File** menu, point to **Save**
3. In the Save as type list, click **Web Page (HTML)** or **Web Archive (MHTML)**.
4. On the **Places** bar, click **My Network Places** (on Windows2000) or **Web Folders** (on Windows 98/Windows NT4).
5. Double-click the shortcut for the Web server where you want to save your template.
6. Click **Save**.
7. On the **Insert** menu, click **Web Component**.
8. In the **Web Page Component** dialog box, click **Link Bars**.
9. Click either **Bar with custom links** or **Bar with back and next links**.
10. Do one or both of the following:
 - Click **Next** to pick a style and orientation.
 - Click **Finish** to insert the bar in the document and add links to it.

Office Web Server team sites contain built-in lists for team announcements, events, links, contacts, tasks, and a discussion forum. Office Web Server team sites also contain document libraries, which are folders in your Web site that store documents so that they are easy for you to share with team members.

Your team site contains a predefined document library called Shared Documents. As your site grows, you can add new lists and document libraries, and customize the site to meet your team's needs. To get more information on lists and document libraries, read the Office Web Server section in this document. Office Web Server team sites require Office Web Server Extensions Beta 2. Each registered Beta user has an Office team Website hosted on the Internet (you should have received e-mail with the information you need to access it).

Word Beta 2 includes a feature to insert an Office Web Server list view component or document library view component in Word documents that are on an Office Web server team site. These components allow you to view and track information from the specific list or document library in a Word document. List view and document library view components can be inserted in Web Pages (HTML) and Web Archives (MHTML) documents that reside on the Web server.

Insert a list view or document library view:

1. Create a new document in Word.
2. On the **File** menu, point to **Save**.
3. In the **Save as type** list, click **Web Page (HTML)** or **Web Archive (MHTML)**.
4. On the **Places** bar, click **My Network Places** (in Windows 2000) or **Web Folders** (in Windows 98/Windows NT4).
5. Double-click the shortcut for the Web server where you want to save your document.
6. Click **Save**.
7. On the **Insert** menu, click **Web Component**.
8. Click **List View** or **Document Library View**, click the layout you want, and then click **Finish**.
9. Click the list or document library for which you want to insert the view, and then and click **OK**.
10. Click **OK** to accept the current options.

Now you should see a preview of the list view or document library view on your page.

The preview should contain up-to-date information from the list or document library that you selected. If there were no items in the list or documents in the library, then the list view will display the message "[List View]". If you later add items to the list or documents to the library, these items or documents will appear in the list view on your Web page.

Introduction field for e-mailing documents

Both Word and Excel include an introduction field where users can type text introducing the document that is being sent via e-mail.

Insert an introduction:

1. Do one of the following:

- Create a new document or open an exist one in Word.
 - Create a new worksheet or open an existing one in Excel.
- Do one of the following:
 - Click **E-mail** on the **Standard** toolbar, click **E-mail**, or choose **Send To> Mail Recipient** from the **File** menu.
 - In addition to the **To**, **CC**, and **Subject** fields, you will see an **Introduction** field.
 - In the **Introduction** field, type any text.
 - Fill in the other fields and choose **Send** to send the document to the recipient.

Privacy

Beta 2 includes a feature that removes personal information from documents when they are saved. Examples of personal information include the author's name in File Properties, author's name in comments, tracked changes (Word) and macros.

Turn on the privacy option, follow the steps below:

- Create a new document or open an existing document in Word, Excel, or PowerPoint.
- Choose the **Options** command from the **Tools** menu.
- Select the **Security** tab.
- Under **Privacy options**, click on **Remove personal information from this file on save**.
- Click **OK**.
- Choose **Save** or **Save As** from the **File** menu to save the file.

Offline document editing

Documents saved from Office apps in binary format (.DOC, .XLS, .PPT) to Exchange 2000 Web servers can be edited when the computer is in an offline state, i.e. it is not connected to the network.

Save a file from Word, Excel, or PowerPoint to an Exchange 2000 server:

- Create a new document in the Office Beta 2 application.
- On the **File** menu, click **Save As**.
- In the **File name** list, type a file name.
- On the *Places* bar, click **My Network Places** (in Windows2000) or **Web Folders** (in Windows 98/Windows NT4).
- Navigate to and then double-click the shortcut for the Exchange 2000 Web server where you want to save the file.
- Click **Save**.
- On the **File** menu, click **Close**.


Edit the file in Word, Excel, or PowerPoint while your computer is offline:

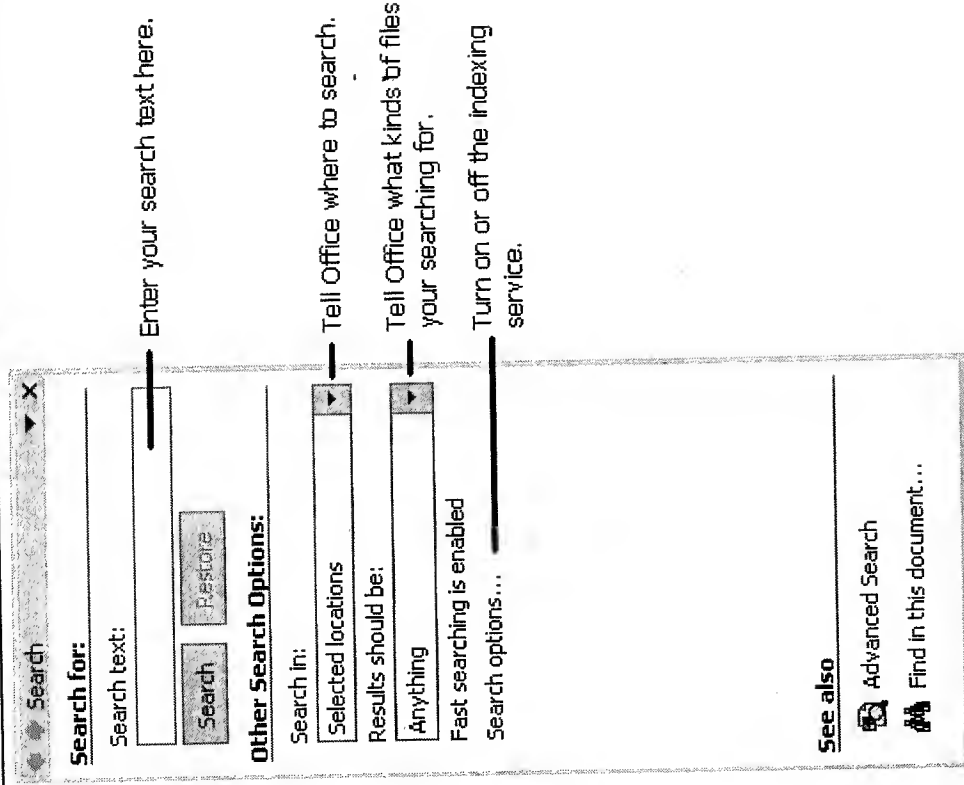
- Unplug your network cable to disconnect your computer from the network.
- In the Word, PowerPoint, or Excel, On the **File** menu, click **Open** on the **File** menu.
- In the **File name** list, type the path to the file you saved on the Exchange 2000 server.
- Click **Open**.
- Make changes to the document.
- On the **File** menu, click **Save**, and then click **Close**.
- Plug in your network cable, wait a few minutes, then, in Excel, Word, or PowerPoint, open the document you saved to the Exchange 2000 sever.

Notice that the changes you made while editing the document when the computer was offline are saved back to the Exchange server when the computer is back online.

Search

The searching functionality in Office has been updated to make it easier to find and reuse existing information. From within your Office applications, you'll be able to simultaneously run one search across your local computer, network computers, and Outlook. Results will be presented to you within Office. Search from within Office:

- On the **Standard** toolbar, click **Search** ()
- In the Search task pane, type text in the **Search text** box. .
- Under **Other Search Options**, select the options you want.



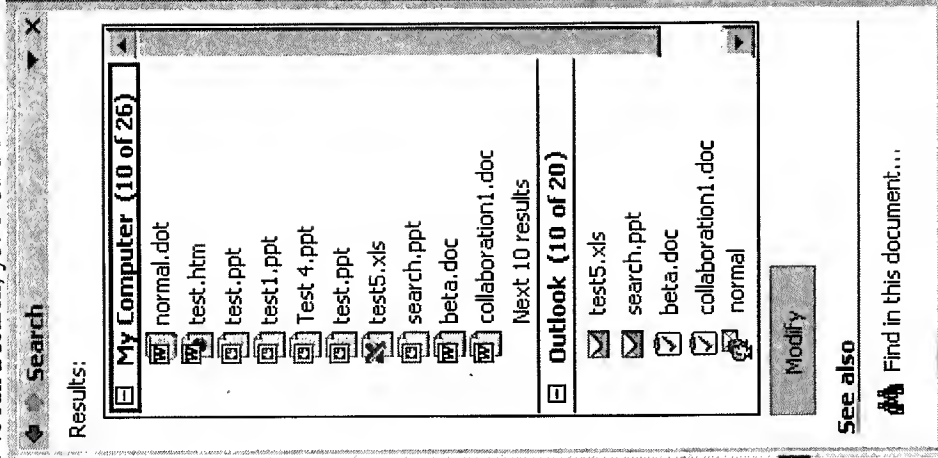
- Click **Search**.

Use *Restricted Natural Language* (questions as you would speak them) to search your Outlook folders:

- In the **Search In** text box, type a *natural language query* such as “Mail about the Office Beta” or “Meetings with Joe.”
- Make sure that the items selected in the **Search In** list include **Outlook folders**.
- Select **Anything** in the **Results should be** list. (This is a known issue with the Beta 2. After Beta 2, you’ll be able to select specific file types.)
- Click **Search**.

- You should see results that match the query you entered.
Use the Advanced Search task pane to run searches based on document properties, such as Author, date, or custom properties, and to add logic to your queries (that is, connecting or eliminating qualifying information by using and/or).

Once you’ve run a search, you should see results in a new task pane:



Here are four ways to explore the results of your search:

- Under **Results**, rest your pointer on a file to display more information.
- Click a file to open it.
- Right-click the file, or use click down arrow to display other actions you can take.
- Try a new search, click **Modify**.

Web Archive File Format

When you save a file as a Web Archive file in Microsoft Internet Explorer 4.0 or greater, Explorer recognizes and treats the file as it would an HTML file. Because there is only one file, you don't have to worry about the HTML file creating extra directories for linked files, such as pictures.

Office Beta 2 does not create any extra folders. Your document is saved as a single file. If you open the file in Microsoft Internet Explorer, it should display as it did in the Office application.

Save a file as a Web Archive file:

1. On the **File** menu, click **Save As**.
2. Navigate to the folder where you want to save the file.
3. Click **Open**.
4. In the **File name** list, enter a file name.
5. In the **Save as type** list, click **Web Archive (*.mht;*.mhtml)**
6. Click **Save**.

Reliability & Robustness Features

Robustness: Minimizing the pain

Office Beta 2 applications include a variety of robustness features that are designed to minimize the impact of crashes, freezes, and data corruption to the user and support professionals. Think of these features as 'airbags for Office.' It is important to understand that these features are not infallible; however, we will endeavor to make our recovery features protect every class of failure we possibly can.

- **Save On Crash:** Word, Excel and PowerPoint provide one click recovery that allows a user to save all of their data after an application fault (a.k.a. crash).
- **Timed recovery save (a.k.a. AutoRecover):** Word, Excel, PowerPoint, and Outlook feature a more traditional timed recovery save that save backup/recovery files on regular intervals. This feature is useful for power outages and cases where the application is too compromised to successfully save-on-crash.
- **Document Recovery task pane:** Word, Excel, and PowerPoint all feature a document recovery task pane that appears after a crash on the next reboot. This user interface is designed to let a user switch between the save-on-crash, autorecover and original versions of a file. In the event of a repeated or 'cyclic' crash this task pane also holds the recovery files for the user.
- **'Hang Manager':** This is a fault injection tool whose primary goal is to 'break' into a non-responding application to save-on-crash in Word, Excel, and PowerPoint. It is reached via the Start menu in the Microsoft Office Tools group. The name of the shortcut is **Microsoft Office Application Recovery**.
- **Corrupt document recovery:** Word & Excel have an explicit corrupt document repair and recovery feature that is automatically invoked in the event of a crash or failure to load a file. This tool can also be invoked explicitly from the File Open

dialog box by clicking the down arrow next to **Open**, and then clicking **Open and Repair** File, Open).

- **Office Safe Mode:** As with the Windows operating system, all Office Beta 2 applications include Office-specific tools that are designed to fix and troubleshoot failed application startups. These tools provide increased resiliency for loading persistent application settings and add-ins. If an Office application fails to start, you should see a prompt on the next boot regarding the problem.

Reliability: Eliminating the pain

Of course, in the long term, we need a system that allows any user or corporation to track failures and, if they choose to, report them to Microsoft so the problems can be addressed.

- **Client logging:** Key information about crashes & safe mode actions are logged to the event log so that each machine has persistent record of the failures that have occurred. The information is also logged to a text file in Windows 9x.
- **Crash Reporting:** If the user has a dial-up connection (connectoid) or a network connection, then when a crash occurs, a button displays, asking if the user wants to "report this problem to Microsoft." Please use this to provide us with highly actionable data. Once a workaround or fix is determined, this reporting tool has provisions to automatically provide this data to a user for future crash reports, so keep reporting!
- **Hang Reporting:** The aforementioned 'Hang Manager' tool also allows a user to report the 'injected' fault to Microsoft for subsequent analysis.
- **Corporate Tracking:** Corporations have the option of setting policy to redirect all crash reporting to a corporate file server. A separate tool is provided for analysis and subsequent batch reporting to Microsoft.
- **Setup Failure Reporting:** If Office Setup encounters an unrecoverable error, it also provides the opportunity to tell Microsoft about the problem. With the user's consent, Setup logs can be automatically sent to Microsoft for further analysis.

Scenarios

The user scenarios here involve crashes and freezes, so these are never 'intentional use' features. Rather, these 'fatal' events will likely confront users during regular usage of the Beta 2 software. There are several things to keep in mind for all of these events:

1. Any fatal event is a bug that needs to be fixed. Please do your best to reproduce and report the core problem.
2. Of course, each fatal event is an opportunity to test our robustness features. Does crash recovery work? Is all of your data in Word, Excel and PowerPoint recovered? Does the crash recovery task pane help to manage the recovered data? If the crash happened at application startup, did safe mode provide a meaningful prompt? Do you have a cyclic crash at startup that safe mode isn't preventing?
3. Finally, each event provides an opportunity to test our crash reporting features. Doing so will help us to identify the core issue, but it will also exercise the reporting mechanism. Does crash reporting work over modems? Over AOL.? Does crash

reporting ever overtly fail for you? Does it ever take longer than two to three minutes over a slow connection?

Shared Programmability

Blocked Programmatic Access to Visual Basic Projects

A new check box in the Security dialog box (Tools menu, Macros) called Trust Access to Visual Basic Project disables programmatic access to the VBProject and VBE objects. This feature attempts to break the replication method of most Visual Basic for Applications (VBA) macro viruses written before June 2000. This feature helps reduce the spread of viruses if the user mistakenly allows a virus run on his machine. However, using this feature is not a substitute for proper macro safety.

When the Trust Access to Visual Basic Project check box is not selected, access to the VBProject and VBE objects is disabled. As a developer, you might need to select this check box if you use add-ins or macros that legitimately depend on the VBProject or VBE objects (for example, a VBA source-code management add-in). If you can change your solution to depend on the document's state rather than using the VBProject object's state, you should never require an end-user to select this check box.

If your VBA code is self-modifying or even requires read-only access to the VBA project of any Office file, your code will generate a run-time error when trying to access the VBProject object. Only users who know they need to allow legitimate add-ins access to their VBA projects should select this check box.

The state of this check box is stored in the registry and defaults to the "safe" (unselected) mode. A special value is required for this registry key value to be set to the "unsafe" (selected) mode. This registry value is a simple hash with some data that usually varies from machine to machine, making it a little more difficult for a virus to mimic. This is only limited protection against malicious code; it is not an impenetrable line of defense. This feature is intended to break only existing viruses.

Because this feature prevents code from resetting it, this per-machine option cannot be administered by policy.

Not Installing VBA with Office

By clearing the "Visual Basic for Applications" checkbox in Custom Setup, a user can modify Setup so that no VBA files will be installed. A significant amount of Office functionality is disabled when this option is selected; however, if there is functionality that is truly unexpected because this option is cleared, the Beta user should enter a bug.

Release & Deployment Features

Office Beta 2 includes many enhancements to Setup, including reduced dependency on new system files, improved User Interface, smarter upgrades, flexible configuration and improved customization tools. Below are some of the new features in Setup, as well known issues, and areas to focus on in Beta 2.

Running Setup

Beta 2 users should run Setup on a variety of configurations:

- Clean and "real world" machine configurations
- Typical and Custom install types, with a variety of different Custom options
- Upgrade installs on machines with a previous version (Office 2000, 97, 95, or 4.3) of Office installed

If there are features that are set to Install on First Use that you think should always be installed (or vice-versa), please help us fine-tune the Typical installation by noting these in bugs.

If there are Setup failures, and Setup prompts you to "report" the problem to Microsoft, please report the Setup failure. Although reporting is optional, it will help us improve the quality of Setup by providing direct and immediate feedback, as well as helping to test the failure reporting mechanism. Also, if your failure is a known issue, you might be provided with additional help information or work-around steps.

For upgrade installations, please enter a bug if your personalize settings are not migrated from a previous version of Office to the new Office Beta 2 install.

Beta users should also be able to Uninstall the Beta by using the Add/Remove Programs command in the Control Panel. The Office System Files Update (Windows 98 and NT4 only) might also be uninstalled separately via the Add/Remove Programs command in the Control Panel. In the Control Panel, you can also choose to Reinstall/Repair, and add or remove features.

New - Office Subscription Mode

The Microsoft Office Beta product can be run in one of two modes, depending on the Product Key entered during installation. The Office Beta Product Keys can be found on the stickers on the back of your Beta CD case. To use the Microsoft Office Beta product in subscription mode, you must use the product key labeled "Office Subscription Product Key" when prompted for a product key during installation.

- Beta testers who install the Beta product by using the "Office Subscription Product Key" are required to activate the subscription for Office either over the Internet or by telephone before the product can be fully used. Any problems encountered during the product activation process should be entered as bugs (see the Office Subscription FAQ).
- Testers should note that if they do not activate the subscription for the product, the Office will run in "reduced functionality mode," where applications can only be used to view documents but not create new ones or save modifications to existing ones. Beta sites should test this mode to verify that functionality is actually reduced, and that they can regain full functionality by activating the product. New bugs should be entered for cases where new documents can be created, modified, or saved (or new mail documents can be sent via Outlook) while the applications are in reduced functionality mode.
- The subscription for the product can be renewed or extended anytime before it expires, either through the Internet or by telephone. Renewal reminders will begin to appear about 2 days before the subscription expiry date. Beta testers must test the subscription renewal functionality, using either the credit card method (a specimen

credit card number is pre-populated for convenience) or Product Key method. Any defects found should be entered as new bugs.

- If the subscription expires and the Beta tester does not renew, the product will revert to running in reduced functionality mode. If this does not happen, the defect should be entered as a bug. The Beta product can be installed to run in regular (non-subscription) mode by using the “Office Product Key.” Also, even after installing the Microsoft Office Beta product in subscription mode, it is possible to change to the non-subscription version by installing using that key. This is done via the Office Activation Wizard. Note that it is not possible to change from the non-subscription version to the subscription version of the product.

New: Save My Settings Wizard

By accessing the Start menu and choosing **Save My Settings Wizard** (Office Tools), the Beta 2 user will be able to package their personal Office settings and save them in a file. They can then take the file and, using the same steps, apply those settings to a different machine. If any setting does not transfer from one machine to another as expected, the user should enter a bug.

Custom Installation Wizard (CIW)

The Custom Installation Wizard and Custom Maintenance Wizard are located on the Office Beta CD in the Office Resource Kit.

The Custom Installation Wizard allows administrators to customize Office, the Office System Pack, and Language Packs before deployment. Administrators should be able to accomplish the same tasks as in the Office 2000 CIW with the Office Beta 2 CIW, in addition to some new tasks:

- Administrators can use the CIW to adjust the security settings of their Office deployment. If there are Security Settings on these screens that do not work as expected, or settings that you feel are missing, then you should enter a bug.
- Many new Outlook profile configuration screens have been added. If some settings are not available that you would like to see added, please submit a bug or feature request.
- Beta users will be able to use the CIW to disable features and specific states of features as they appear in the Setup User Interface. If options that are modified don’t behave as expected, please enter a bug.

Custom Maintenance Wizard (CMW)

The Custom Maintenance Wizard allows administrators to make changes to Office and Language Packs after initial deployment. Administrators should be able to accomplish many more tasks than they were with the Office 2000 CMW with the Office Beta 2 CMW. If there are customizations that do not work as expected, or settings that you feel are missing, then you should enter a bug.

- With the new features, you can:
- Change the install state for any Office application and their sub-features.
 - Disable/enable features to prevent or enable end users from using part of Office.

- Specify individual Office user settings to change, including granular registry blob settings.
- Change the Windows Installer list of administrative installation points for Office
- Add files and registry keys to the client computer
- Remove files from the client computer
- Make changes to Outlook profiles

Office Beta 2 Policy Support

Office Beta 2 includes enhanced policy support. Beta users should use the policy templates to see new Office settings exposed for Office Beta 2. Office Beta 2 also respects the system policies defined in the Windows 2000 Logo Requirements. Beta users should enter bugs for policy settings that are missing or ones that don’t behave as expected.

Office Shortcut Bar now supports Office Language Settings

The Office Beta 2 update to the Office Shortcut Bar now supports “pluggable user interface”. Specifically, if you install an Office Beta 2 Language Pack and run the Microsoft Office Language Settings application, the Office Shortcut Bar user interface and/or help will now switch to the selected language, just as Word or Excel do.

Bookshelf Integration

If the Beta user installs Office Beta 2 and has Microsoft Bookshelf installed, they will be able to look up definitions for words in Word and PowerPoint.

New - Install from Web Server

Office Beta 2 Setup supports installation from HTTP, HTTPS, and FTP source URLs. All normal setup functionality is supported with the exception of Run from Network, which will be disabled for all features.

To install Office from a URL, the installation source image on your web server must be an administrative installation image. If client machines are running Microsoft Internet Explorer 4.01 SP 1 or later, users may install by running setup.exe directly from the URL source. Because other browsers do not provide a means by which a program running from the local Internet cache can find where it came from, Setup must be run with a special command line switch when installing via non-Internet Explorer browsers. This switch is **/webinstall**, followed by the URL to the location of the installation image. This switch tells setup.exe where to look to find the Office files.

Installation from secure websites that require username and password authentication for access is not supported for browsers other than Internet Explorer 5 or later. With IE5, the username and password can be embedded in the URL.

Known Problems

The following issues are known problems with Office Beta 2:

- **INSTALLING OVER BETA 1:**
Uninstalling Office Beta 1 does not remove two registry settings that are incompatible with later versions of the Speech components. When installing Office Beta on a computer that had Beta 1 installed on it, the following registry keys should be deleted prior to installation:
 - o HKLM\software\microsoft\speech\audioinput\tokenenums\DSound
 - o HKLM\software\microsoft\speech\audiooutput\tokenenums\DSound
- **POLICY EDITOR:**
If you install the Office Resource Kit on Windows 98, you might see an error upon launching the System Policy Editor (poledit.exe) in the INSTRLR11.ADM file. To view the Office policy templates, select Ok to clear the alert, then Cancel on the browse dialog. Next, select Options | Policy Template... and remove INSTLR11.ADM from the list. You can now choose File | New Policy or File | Open Registry to browse through the Office policies.
- **CUSTOM INSTALLATION WIZARD (CIW)**
If you use the Custom Installation Wizard (or Custom Maintenance Wizard) to configure an Outlook profile that includes a Personal Address Book, and you use the default path to the PAB file, when deploying to client machines you'll notice the following issues:
 - Windows 98 machines will not use your customized settings, and will prompt users on first boot of Outlook to enter settings.
 - Windows NT 4.0 and Windows 2000 machines will respect your settings, but will prompt users on first boot of Outlook to enter settings if the PAB file does not already exist.
- **CUSTOM MAINTENANCE WIZARD (CMW)**
Server sources specified on the Identify Additional Servers page in the Custom Maintenance Wizard will not be applied if the user logged in at the time the CMW file is applied is not an administrator on the client machine.
- **SETUP CHAINING**
Chaining additional installation tasks using the setup.ini file is not fully functional in the Beta release. For the Beta, MSI tasks must be chained as type EXE, as follows:

```
[ChainedInstall1]
Path=msiexec.exe
CmdLine=/i <full path to .msi> <additional options>
TaskType=EXE
```

Drawing Features

The Canvas is an OfficeArt feature that needs to be tested. Other features are Diagramming and Imaging.

Diagramming

- **Organization Charts:** Office now provides built-in support for creating, editing, and formatting of organization charts in Word, Excel, and PowerPoint. Office can convert existing MS Org Chart OLE objects into their native counterparts.
- **Conceptual Diagrams:** Office now provides built-in support for creating, editing and formatting of various conceptual diagrams such as cycle, radial, pyramid, venn, and target diagrams.

Canvas

- **Drawing Canvas:** Office provides improved support for drawing in Word by adding support for a Drawing Canvas. The canvas will make it easier to create complex drawings within your Word document, and maintain those drawings while you continue editing your document. Office can even convert your existing MS Draw Server OLE objects into built-in Drawing Canvases.

Imaging:

- **GDI+:** Office Beta 2 uses an entirely new software base named GDI+ to display drawing and pictures. This allows Office to reach a new level of graphic quality with features such as antialiasing (no jaggies), true transparency, and blending.
- **Image rotation:** Now pictures can be rotated as easily as any object. All rotation tools (90 degrees, flip, free-rotation) are now enabled all the time on any object, including pictures. Additionally, a new 9th green handle is provided for all objects when they are selected; click and drag this handle to rotate an object without having to going to the draw toolbar.
- **Compress Pictures:** Allows you to reduce the size of your presentation by reducing the size of the pictures. Access to this control is on the Picture Toolbar. Click it to display a dialog that allows you to control various compression options; compress selected pictures only, reduce resolution, suppress cropped pixels, and compress data.

Known Problems

- If you print a document that contains Office Art objects with gradients and patterns to a Black and White PCL printer or PostScript printer, some of the gradients and patterns won't print correctly.
- Organization Chart converters may not preserve structure.
- Documents with thick patterned lines that are HTML round-tripped may cause a crash.

Multilanguage Pack Features

Easier deployment

- **Independent language Setups:** Each language has its own independent Setup in Multilanguage Pack for Office Beta 2. Each language shows as a different product in the Windows' Add/Remove Programs dialog box.

- **Share admin image location with other LPK CDs and Office:** MultiLanguage Pack admin image location can be shared across all CDs and with the Office admin image location.
- **MultiLanguage Pack Setup Wizard:** New Setup Wizard targeted for end users who need to install global interface support on their own, without admin support.

New Setup Wizard

- **Chain several independent language installations:** New MultiLanguage Pack Setup Wizard can chain several independent Language Pack Setups effortlessly without the need to know any Darwin chaining skills by using an intuitive user interface.
- **Apply language settings while installing LPK:** Some Office language settings can now be defined during a Language Pack Setup installation when using the new MultiLanguage Pack Setup Wizard.

Language Settings Improvements

- **Office follows OS settings automatically:** Office automatically sets its UI, Help, and default Office language settings based on OS settings. Editing languages are now enabled based on OS support and keyboard/IME support on each boot.
- **Change language of Office defaults:** The Office Language settings application now allows end-users to change the default language behavior of Office applications (such as default paper size, default labels, and default spellers.) independently of the user interface and help language.
- **Office installs matching system pack language if available:** Office Setup will install the system pack that matches the language of the OS if that system pack is available during the original Office install (the MultiLanguage Pack includes all the international system packs to complement an Office admin image and enable this feature).

Microsoft Word

Collaborative document creation now easier than ever

- **Better Multi-User Documents:** Word Beta 2 allows multiple users to edit a document at one time by making copies of the document for each user and merging the documents back together. Word Beta 2 doesn't support true simultaneous editing; however, users do not need to wait for a file to be unlocked before they can start to work on it.
- **Improved Open Document Management API (ODMA) Support:** Word Beta 2 will be a good citizen to ODMA-compliant systems by enabling ODMA support in the following areas: mail merge, persisting document management system (DMS) information in document fields, insert file, insert picture, "Save As," and integrated document comparison and merging.

- **Improved Compare and Merge:** Word Beta 2 significantly improves on the document merging and comparison features from previous versions. Improvements include: overall robustness, broader element coverage, creation of a third document, and an improved user interface for viewing comments and tracked changes simultaneously (**View** menu, **Markup** Command). Legal users will especially appreciate this work if they currently employ the use of a third-party program (for example, CompareRite) to accomplish robust document comparison.
- **Tracked Changes:** In Word Beta 2, collaborative document creation is significantly improved by a new interface for tracked changes that uses unobtrusive markings to reveal document changes and comments without obscuring the original document or affecting its layout, thereby achieving the ease and feel of a marked up paper copy. Tracked changes are superior to paper markup, because they can easily be stepped through, filtered by author, and resolved individually or in filtered batches. Tracked changes are used to highlight changes introduced when the Track Changes feature is turned on, and it also as the result of a comparison between two versions of a document.
- **Digital Signatures:** In an increasingly digital workplace, understanding who has seen and/or approved non-paper documents have become one of the top concerns of Microsoft Office users. Word Beta 2 answers this concern by allowing digital signatures on documents. A digital signature will act like an ink signature or a wax seal on an envelope. It indicates that the contents of a document are valid and have not been tampered with since it was signed. Users are required to get a digital certificate — the equivalent of their own personal signature or seal — from an Internet certificate authority.
- **Improved AutoFormatting/Format Checker:** Word Beta 2 refines its AutoFormatting tools from previous versions by offering the Format Checker. Similar to Spelling and Grammar checking, the Format Checker finds inconsistencies in formatting and allows the user to quickly fix them to create a consistent, good-looking document.

Everyday Tasks Made Easier

- **Multi-Document Interface (MDI):** Word enables the MDI behavior of Word 97. To turn on MDI, click **Options** on the **Tools** menu, click the **View** tab, and clear the **Windows in Taskbar** check box.
- **Easy Reuse of Formatting:** Styles are a powerful way to maintain consistent formatting throughout a document, but they can be difficult to use. Word Beta 2 allows users to easily reuse formatting within their document without creating styles — while taking advantage of the convenience of the Styles and Formatting task pane.
- **Multi-Selection:** Users can easily select multiple areas of a document at once, by pressing CTRL and dragging over areas of interest. In addition, using the Find feature, users can simultaneously select and format similar text.

- **Improved Find and Replace dialog box:** Consistent between Word and Microsoft Excel, the new Find and Replace dialog box makes it easier for users to find text of similar formatting.
- **Improved Bulleted and Numbered Lists:** Word Beta 2 has many major improvements in how it handles lists. In Word Beta 2, users can renumber lists and drag-and-drop ordered and unordered lists to change indents. In addition, IntelliSense in Word Beta 2 is smarter — causing fewer “surprise” results when combining lists, sublevels, tabbing, or plain text. When an unexpected event occurs, on-object UI enables users to undo (or turn off) the undesired auto-behavior. It’s now easier to create, manage, and alter customized list styles in Word Beta 2.
- **Table Enhancements:** Word Beta 2 improves on the table support in Word 2000 by offering: drag-and-drop copying of tables, custom table styles, and improved sorting (for example, first name and then last name sort in the same column). In addition, the content added to custom tables will automatically update with the Table style.
- **Footnote and Endnote Improvements:** Word Beta 2 now supports multiple footnote and endnote numbering schemes. In addition, the dialog boxes for footnotes have been reduced to one simple, yet powerful interface.
- **Improved Proofing Tools:** Word Beta 2 improves the proofing tools experience by implementing several usability fixes, including a new interface for editing custom dictionaries.
- **Improved AutoComplete:** Word Beta 2 improves AutoComplete by adding “helper” text telling users how to accept the AutoComplete suggestion.
- **Persistent Word Count:** A new toolbar in Word Beta 2 allows users to easily see the current word count in a document without having to repeatedly click **Word Count** on the **Tools** menu. Additional improvements in the Word Count feature allow users more flexibility in whether footnotes and endnotes are counted in parts of the document.
- **Speech in Microsoft Office Beta 2:** Word Beta 2 is enabled with speech recognition for both Voice Dictation and Voice Command. Users will be able to dictate text, make direct formatting changes, and navigate menus and dialog boxes using speech and voice commands.

Notes

- After installing speech recognition on demand, it may be necessary to reboot your computer to get speech to work properly. If you do not see the Dictation, Voice Command, or Microphone buttons on the **Language** bar after clicking **Speech** on the **Tools** menu, you will need to reboot your computer
- It is recommended that the Microsoft Office Assistant be hidden when using Voice Command.
- Text to speech won’t work for Japanese in Beta 2.

- **Improved Mail Merge:** Mail merge has been totally revamped for Word Beta 2. Using the new Mail Merge Wizard, users will easily be able to create customized letters, labels, envelopes, directories, e-mail messages, and faxes from a variety of data sources including Microsoft Outlook contacts.
- **Drawing Canvas:** The new Drawing Canvas in Word Beta 2 lets users create a drawing area, or canvas, within which all objects have an absolute position — eliminating bizarre behavior when text or page breaks interfere with drawings. In addition, within the canvas users can use the smart connectors in Office Art to stay connected when shapes are moved and intelligently re-route themselves, avoiding diagramming headaches.
- **Watermark:** In Word Beta 2, users can easily select a picture, logo, or custom text to apply as the background of their Word document. Great looking personalized documents have never been easier!
- **Smart Copy and Paste:** Pasting in Word Beta 2 has been improved to help users get the right formatting on the first paste, while making it easier to change formats when the default pasted format is incorrect.
- **Reveal Formatting:** Using the task pane, Reveal Formatting shows, for any point in the document, the current font, paragraph, spacing, image, and table properties. It allows users to update any of these properties without disturbing normal operations. This new feature streamlines the formatting process and demystifies previously hidden formatting in the document.

Improving the Fundamentals

- **Turning HTML Round-Tripping Off:** Word Beta 2 allows users to publish “clean” HTML by choosing to save the document in the **Web Page, filter** file type, which makes Word the ideal editor for many more Web documents.
- **Accessibility Improvements:** Word Beta 2 continues its commitment to disabled people by supporting Microsoft Active Accessibility (MSAA) 2.0, as well as Federal Accessibility laws and Microsoft Windows logo requirements. Users can now customize the default draft view font and color of proofing tools wavy lines (via the Windows registry).
- **Document Recovery in Word:** Word Beta 2 offers one-click document recovery in the event of an application fault, and Word also feature corrupt document recovery. You can try to repair corrupted documents by clicking **Open** on the **File** menu, and then clicking **Open and Repair** from the dropdown in the File Open dialog box.
- **Power Management:** Portable computer users (and environmentalists alike) will be delighted to learn that Word Beta 2 is completely compliant with the power management requirements of the Windows logo and supports Windows suspend mode.
- **Improved AutoBehavior:** AutoCorrect in Word Beta 2 improves the scope of automatic corrections to cover cases where a couple of words are misspelled by misplacing the blank space between them. Word Beta 2 AutoCorrect also interacts

- with Automatic Language Detection to automatically “uncorrect” corrections inappropriate for a detected language — *remembre* changes to *remember*.
- **Clear Formatting Tool:** Using the new Clear Formatting feature, users can easily remove all formatting from text — restoring it to the “Normal” document style, without removing hyperlinks. This feature will delight users who spend time formatting and collaborating using Word Beta 2.
 - **Better Printing:** Word Beta 2 improves printing with the following enhancements: ‘Print Zoom’ in landscape layout, and printing folios, booklet, and pamphlets.

International Improvements

- **Improvements for European customers:** European users will be happy to see specific fixes for their markets, including: AutoCorrect for thousands separator, International Alphabet support in bullets and numbering (Word 2000 only supports English characters), and Automatic Language Detection improvements.
- **Unicode Support:** Word Beta 2 Unicode Support enhancements enables or improves the following scenarios: editing/typing in multiple languages, opening/pasting HTML and Plain Text documents, font application, “ALT+” behavior, and printing.
- **Vertical Envelopes:** Word Beta 2 includes new support for vertical envelopes for Japanese and Traditional Chinese.
- **Translation in Word:** In Word Beta 2, users can translate a single word using the built-in dictionaries in one of two ways: through selecting text, right-clicking, and “translate” behavior or via the task pane.

Note: For Beta 2, the Translate via the Web feature is not supported.

Office and Microsoft Exchange for Corporate Groupware

- **Word as the Default E-mail Editor:** In Office Beta 2, Word will be the default e-mail editor. This enables users to take advantage of Word's rich-text editing capabilities from within Outlook. Major improvements in Word as the default e-mail editor include: feature parity with text editing in Outlook, consistent interface between Word and Outlook, performance, and stability.

Universal Web Documents and Web Sites

- **Better Picture Bullets:** Picture bullets now behave just like other bullets in Word. Different picture bullets can be used for different levels, enhancing their use in communicating information, and making Word Beta 2 a better choice for quality Web editing.
- **Better Cascading Style Sheets (CSS) Support:** A key requirement for HTML editing is support for CSS. Word 2000 supported HTML that used linked CSS files; Word Beta 2 lets users control which style sheets are active and their priority for the document through a brand-new dialog box.

Unlock Your Data with Office Tools

- **Improved Interaction with Microsoft Excel and Access:** The copy-paste scenario with Microsoft Excel is much easier in Word Beta 2 than previous versions. Users can copy and paste data with or without links, manually or automatically update links, and keep Word formatting applied to linked data. Word Beta 2 is also able to open and edit certain elements and save Data Access Pages (DAP) created in Access.
- 1. **Smart Tags:** In previous versions of Office, Word was smart enough to recognize URLs and e-mail names and assign or associate a “launch” and “create new message” action to these items that users could invoke by clicking them. In Word Beta 2, this functionality has been enhanced to also include meaningful Outlook information such as names, dates, addresses, and telephone numbers, as well as user-defined data types. This feature will be useful for solution providers to create applications that leverage existing smart tags and create their own smart tag types, smart tag recognizers and behavior definitions

Notes

- Recognizing person names, addresses, dates, times, and places has some limitations for Beta 2. For Beta 2, places will not be recognized and only single line addresses will be labeled as smart tags.
- The Show my calendar smart tag action may cause Word or Excel to stop responding.

Note: The Microsoft Word Help topics and QuickTips included in Beta 2 are work in progress, and in some feature areas Help topics and QuickTips will not be available.

Microsoft Excel

Areas to focus on

Excel Beta 2 has something new for everyone. Below you will find a list of just some of these new features we would like to receive feedback on as part of the beta test.

Unlocking data with Office tools

We know that people want to find the right information at the right time, so they can make more qualified and better informed decisions. There are few things as valuable to a knowledge worker than the ability to make quick, accurate decisions. One of the areas that we have focused on for Office Beta 2, and with Excel Beta 2 specifically is Unlocking Data. Excel Beta 2 will make it easier to find, analyze and publish data. Here is a list of some of the new features in this area.

Publish and find the data you need to be successful

- Web Queries – Linking to data on the web is now easy to do with a new Web Query interface.

- Save as Web Page AutoRepublish – Automatically keep web pages in sync every time you save your document.
- Copy Paste Web Query – Automatically link to data when you paste it from a web page.
- Data Services in Excel – Find and share data sources easily and bring the information into Excel with the Import Data command.

World class corporate reporting and data analysis

- Smart Tags – Excel and word will recognize data types, such as stock quotes and addresses, and assign actions to these items.
- PivotTable report UI improvements – Immediate results as fields are added to the PivotTable reports. New dropdown menus and an interface that is easier to use.
- PivotTable report programming – Expanded object model for PivotTable reports to enable powerful custom solutions using PivotTable reports.
- Easy linking to PivotTable report results – Type an equals sign, and click on an item in a PivotTable report, and a GetPivotData formula is created automatically for you, allowing easy analysis of PivotTable report results that stays in sync with the PivotTable report.

Access to more data

- XML – XML is an important data interchange format that Excel will support in Excel Beta 2. You will be able to load and save generic, well formed and spreadsheet XML into Excel.
- Web Query to XML – Link to Spreadsheet XML on the Web.
- Real-time data – New RTD (Real-Time Data) function to bring real-time data into Excel for analysis.

Fundamentals

For Excel Beta 2, we have put a lot of our effort into key fundamental areas that are important every day, including areas such as reliability, usability, and worldwide features.

Reliability

- Document Recovery – A key feature across Office Beta 2 is document recovery. Application failures are always unwanted, but if or when they do occur, document recovery will try to put you right back to work where you left off.
- AutoRecover – As with document recovery, Excel will work to put you right back where you left off after an unexpected event.

Listening to our customers

Microsoft employees have many interactions with our customers, and we are always looking to improve features based on feedback from you.

- Link Management – Managing links is common and easier experience
- Improved Program messages – We have changed the most commonly misunderstood message in the product to improve usability.

- Find and Replace (Find All, Cross Sheet, Formatting, Replace) – Finding data in your spreadsheets is now easier and more powerful than ever.
- Hyperlink navigation – Streamlined navigation to linked pages.
- Sort Numbers and text – Sorting now recognizes data types, making the process simpler.
- Tab Colors – Organize your spreadsheets using colors for the worksheet tabs.
- Merge Cell Toggle Button – This common feature is now easier to use now that the button allows the property to be toggled on and off.
- Paste Special Dropdown – Control how your data will be pasted with this new Paste Special button.
- Suppress Cell Errors on Print – Control how error values will be printed from your spreadsheet.
- File Path / Graphics in Header/Footer – Headers and Footers can now include graphics and additional information.
- Border Drawing – Create cell borders more easily by drawing them.

Worksheet protection

- Protection by range – Set a different password for each specified range on a worksheet.
- Domain Users and Groups – Allow users or groups of users to edit specified ranges on a worksheet without entering a password.
- More options - Several features, such as formatting and using an AutoFilter, can be enabled on a protected sheet.

Worldwide

- Vertical Editing – Edit text vertically within cells.
- General improvements - Font linking, IME, Open/Save, Multi-lingual, Text import, custom lists
- New Sorting Support- Support of bopomofo sort order.
- Vertical Alignment Toolbar Buttons – New toolbar buttons
- Worldwide Number formats – Additional number formats

Everyday tasks made easier through innovation

Often the most important features are those that improve your efficiency seamlessly as you work. We have integrated new functionality for common task like creating formulas and verifying spreadsheet accuracy.

Innovative Enhancements

- Paste Recovery – Across Office Beta 2 you will be able to customize the results of pasting information.

- Error Checking – Spreadsheet rules that intelligently notify you of potential errors and provide tools to correct them.
- Entering Common Functions Easily (Improved AutoSum) – We’ve extended the ease of the AutoSum tool to additional functions.
- Finding the right function for the task (Improved Function Wizard) – It’s now easier to find the right function for the task with context searching in the function wizard.
- Complete Formulas Quickly (Argument ToolTip) – Help is provided as you type worksheet formulas.
- Range Finder Improvements – Referencing other cells is made easy with visual display as you type.
- Formula Auditing Mode – Switch in to Formula Auditing mode to verify the accuracy of your worksheet using the Watch Window, Evaluate Formula and Error Checking.
- IntelliPrint – Eliminate the printing of trailing blank pages.
- Text To Speech – Your spreadsheets can now be read aloud.

Microsoft Outlook

General

New Local Information Store Folders

New local information store folders (formerly Personal Folders) improve many important features, such as collaboration, replication for working offline, program development, knowledge management, and document management. Of key benefit to users:

- Capability for storing Unicode data.
- More efficient means of replicating information for offline use (when combined with Microsoft Exchange 2000 Server using the Web protocol to connect).
- Cache for online users that cuts down on network traffic caused by subsequent opening of previously read messages.
- Seamless offline experience.
- Natively stores MIME information.

E-Mail Accounts Wizard

New E-Mail Accounts Wizard hides the complexity of configuring e-mail accounts and address books, and supports existing MAPI accounts, Internet accounts (POP3 and IMAP), the new local information store folders (formerly Personal Folders), and address book configuration. .

With the Test Account Settings button in the E-Mail Accounts Wizard, you can test your account settings. A dialog box shows you each of the steps Outlook takes to test the

settings you enter. If you have made any errors in entering the account information, they will be flagged.

Unified Reminders Window

In the new unified Reminders window you can view multiple reminders at the same time. You can dismiss or snooze individual reminders by selecting them and using the Dismiss and Snooze buttons.

E-Mail

Word as E-Mail Editor

Outlook Beta 2 makes Word the default e-mail editor and HTML the default e-mail format. This enables you to take advantage of Word’s rich text editing capabilities from within Outlook. Major improvements with Word as the default e-mail editor for Outlook Beta 2 include: feature parity with text editing in Outlook, consistent user interface between Outlook and Word, and increased performance and stability.

Hotmail Support

Hotmail support is now integrated into Outlook Beta 2, so you can send and receive Hotmail e-mail messages from Outlook and take Hotmail messages offline once they are downloaded onto your computer.

Automatic –Completion of E-Mail Addresses

Outlook automatically completes an address that you start typing in the To, Cc or Bcc boxes of an e-mail message if you have typed the address before. This feature works using either Word as the e-mail editor or the Outlook e-mail editor.

Calendar

Calendar Coloring

- You can color individual and recurring appointments with one of 10 predefined colors. Each color has an associated label, so you can customize your appointments according to the labels, which you can edit to suit your preferences. Unlike the Categories feature, each appointment or recurrence can have only one label at a time. However, you can create an exception to a recurring series and color that individual appointment a different color from the series.
- You can also set up a rule that will color all appointments that meet the same condition. For example, you could set up a rule to color red any meeting that comes from your manager.

Meeting Planner Enhancements

- As a meeting attendee, you can propose a new time for the meeting at the same time as tentatively accepting or declining the meeting request. You use the same meeting scheduler as the meeting organizer to select a new time and then send the counter-

- proposal to the meeting organizer, who can view all counter-proposals in the scheduler and can decide to reschedule the meeting using one of the counter-proposals.
- With group scheduling, you can see the schedules of multiple people or resources on a single calendar, which contains a detailed graph of when each user is free and busy and also shows details of their appointments (except for those that they have marked private).
 - When you rest the mouse pointer over an appointment, the details of that appointments are visible, unless the owner has marked that appointment private. When you rest the mouse pointer over a selection of time slots, Outlook displays a list of all appointments that that group member has during that time span.

Offline/Online Enhancements

- Ability to switch Outlook between online and offline states on the fly without restarting (except if you are using Exchange 2000 without Web protocol to connect).
- Ability to change send/receive behavior automatically when Outlook switches states, such as changing the server polling frequency, orwhether a send/receive group is included when polling “all groups.”

Outlook Unified Mode

- The former Corporate/Workgroup and Internet Only Mail modes are now merged so that users of Microsoft Exchange Server now have access to POP3, IMAP, and Hotmail accounts as well as their Exchange account.

New Synchronization Architecture

- Sending, receiving and offline synchronization are integrated into the same feature.
- Scheduled/background sending and receiving can be configured to behave differently online than offline.
- You can perform pre-configured send/receive tasks independently of other normal background send/receive tasks.
- You can easily send/receive only the selected folder (depending on account type).
- You can easily turn off/on all background send/receive tasks without changing the offline state.
- Most account types can be configured to download headers only.
- You can easily send/receive multiple accounts and folders.
- You can easily configure accounts to use different Dial-Up Networking settings.
- Downloaded messages (IMAP, Hotmail, and so on) automatically switch between an offline and online states based on the availability of the server.
- An improved progress dialog box details send/receive operations.

Improved Unicode Support

- Unicode support is available on Microsoft Windows NT 4.0 SP6 and on Microsoft Windows 98, and Windows Me for POP3 (using the local information store folders, formerly Personal Folders) and Exchange 2000 (using Web protocol to connect) for all items and folders.
- All views show multi-lingual information across all character sets, provided that the necessary fonts are installed through the operating system or Office Setup.
- Contacts support Unicode entries and displays them in the Contact Address Book. Multi-lingual navigation in Contacts works with the local information store folders (formerly Personal Folders).
- Rules created through the Rules Wizard are fully Unicode-enabled for POP3 (using the local information store folders [formerly Personal Folders]) and with Exchange 2000 (using Web protocol to connect).
- Outlook warns if you configure a mix of Unicode (local information store folders [formerly Personal Folders]) and non-Unicode stores (PST, Exchange 5.5, Hotmail, IMAP).

Improved International Support

- Conditional formatting rules in views work independently of the language of the user interface.
- Automatic detection of encoding selects the correct Internet Mail encoding based on the content of the message. This feature requires Microsoft Internet Explorer 5.5.
- Calendar offers improved alternatc Calendar support. If you select a Lunar Calendar, you can create recurring meetings based on Lunar months.

Preview Pane

The preview pane is used to preview your e-mail messages or appointments without having to open the message or appointment. In Outlook Beta 2, the preview pane has new functionality:

- You can double-click on addresses in the preview pane header to display properties of the address.
- The InfoBar, which was available only in e-mail message and appointment windows, is available in the preview pane.
- The preview pane now has a new area where attachments are shown. You can open the attachment by simply double-clicking on the attachment' icon.
- You can accept or decline a meeting request from the preview pane without opening the meeting request, because meeting requests now display the Accept/Decline buttons when they are viewed in the preview pane.

Directory Enhancements

- Resizable Address Book columns: You can squeeze/stretch columns to display just the information you are looking for in the Address Book.
- Active directory recovery: In the case of an Active Directory General Catalog (GC) loss, Outlook will be referred seamlessly to a new GC by your Microsoft Exchange Server. You will see the evidence of a failure only during the return of results from a large Address Book search, and upon a refresh recovery will be complete.
- Integration with online/offline mode switching: Simply download your Address Book and you can address your messages, appointments, and so on, while offline.

LDAP Enhancements

- Paged Results Support: Provides scrolling capability to LDAP directories that support Paged Results.
- VLV (Virtual List) Support: Lets Outlook browse LDAP directories that support this feature in the same way that Outlook currently browses the Global Address List (GAL).
- Enhanced Details Pages: Returns many additional details about an LDAP entry not returned previously. The current Details page mirrors the details pages that were displayed using the Global Address List (GAL).
- Enhanced Search Capability: Provides the ability to search the directory using additional properties.

Major Known Issues

Listed below are some major known issues with Outlook Beta 2. A complete list of known issues will be posted on the Microsoft Office Beta Web site. Please make sure you review the Web site for the complete list.

Security

Outlook Beta 2 includes security features that prevent opening or sending attachments that are known to carry viruses. Outlook also prevents external script applications from gathering email addresses or from silently sending email, both activities which are common operations among email-borne viruses. These features can be disabled using administrative controls.

We are also investigating providing control over virus security options to individual users. As part of this process we are evaluating the security implications of each alternative and once those implications are fully understood we will be able to determine how end user control is implemented. Since we have not yet identified a final solution end user control will not be available in Beta 2.

Using Web protocol with Microsoft Exchange Server 2000

If you are running Outlook Beta 2 with Microsoft Exchange Server 2000 and using the Web protocol (previously known as the DAV, WebDAV, or HTTP protocol) you will

need the Microsoft Exchange Server 2000 Service Pack 1 (SP 1) update. Outlook Beta 2 using the Web protocol will not run with Microsoft Exchange Server 2000 without the SP 1 update.

For best results in testing the Web protocol and the Local Web Storage System against a preview release of Exchange 2000 SP1, Microsoft recommends using Outlook Beta 2 on a PC equipped with Windows 2000 and 128 MB or more of RAM. At the time of this beta, the Web Storage System has been tested and tuned most extensively for use with Windows 2000 and some known issues remain when using the Web protocol on Windows 98 and Windows Millennium.

Note Microsoft Exchange Server 2000 SP1 should not be installed on any production servers and should be used for testing purposes only.

Please note that the format of Web Storage files has changed since the Beta 1 release of Outlook, and the Beta 2 release cannot open Web Storage files created with Outlook Beta 1. These files are named with a .LIS extension and are stored in the directories:

<Windows directory>\Local Settings\Application Data\Microsoft\Outlook
or
<Windows directory>\Local Settings\Application Data\Microsoft\Local Store

Users of earlier releases who created “Cached Exchange Server” Web Storage files should synchronize data with the server and delete those files before upgrading. Users who created Web Storage files containing data not cached from an Exchange server should export the data to a .PST (Personal Folders) file and delete the .LIS files before upgrading.

MSN Messenger Integration

Instant Messaging does not work in Outlook Beta 2. This functionality relies on an unreleased version of MSN Messenger. If this changes during the Outlook Beta 2 testing cycle, we will make an announcement on the Beta 2 newsgroups.

Microsoft Access Core Access

Working with Microsoft Access 2000 files

- Access Beta 2 adds the capability to work with and modify Access 2000 files without converting the file format. Please test sharing Access 2000 files between Access 2000 and Access Beta 2.
- Access Beta 2 adds an optional new file format that better handles new properties and changes that may be made in future versions of Access. Please convert your large applications to the Access Beta 2 format.

Note: Currently, replication between the different file formats is not working correctly. Also, replication in the Access Beta 2 file format incorrectly allows users to make design changes in both replicas and Design Masters. This will be fixed to only allow changes in the Design Master.

Robustness

- Access Beta 2 improves the compact and repair functionality so that files with broken forms and reports are more often recovered.
- Access Beta 2 improves the ability to fix references that have been broken, with a better search mechanism and an error message when the reference couldn't be fixed.

Multiple Undo and Redo

- Users can undo and redo multiple actions in Design view of the following objects: MDB tables, MDB queries, ADP views, ADP stored procedures, ADP functions, forms, reports, data access pages, macros, and modules.
- Please note that the undo stack does NOT persist when you switch between views in the following objects: MDB tables, ADP views, ADP stored procedures, ADP functions, and data access pages.
- Please note that the undo functionality in the Datasheet and Form views has not changed.

PivotChart and PivotTable Views

- Users can now view any MDB table, MDB query, ADP table, ADP view, ADP stored procedure, ADP function, or form in either PivotTable or PivotChart view—this allows users to perform data analysis and build rich PivotTable and PivotChart view solutions quickly and simply.
- Users will be able to save their PivotTable and PivotChart views as data access pages that can be viewed by anyone who has Microsoft Internet Explorer 5 or later.
- Users will be able to make use of forms in PivotTable and PivotChart view as subforms in exactly the same fashion that they use forms in Datasheet view today.
- Users will be able to write code behind forms in PivotTable and PivotChart view and take advantage of new events raised by PivotTable and PivotChart view.

New Events for Forms

- Users can now take advantage of a form-level **OnUndo** event that occurs whenever a user undoes all edits to a form.
- Users can now take advantage of a form-level **OnRecordExit** event that occurs just before a user navigates away from a record—in essence, just before a record becomes no longer current. This should greatly simplify validation across form/subform combinations.
- Users can now take advantage of control-level **OnDirty** and **OnUndo** events that work just like the form-level events of the same name.

New Properties for Forms and Reports

- Users can set the application icon to be used as the icon for forms and reports—this is set in the **Tools** | **Startup** dialog box.
- Users can now take advantage of new report properties, including **Modal**, **PopUp**, **BorderStyle**, **AutoResize**, **AutoCenter**, **MinMaxButtons**, **CloseButton**, and **ControlBox**—all these work the same way the form properties of the same name work, and we have added a *windowmode* argument to the **OpenReport** method as well.
- Users can now take advantage of the **OpenArgs** property that has been added to Access reports.
- Users can take advantage of a **Movable** property for forms, reports and controls.

New Methods for Forms and Reports

- Users can take advantage of a **Move** method for forms and reports.

Subforms/Subreports Live in Design

- Scrolling has been much improved so that it is easier to work with subforms in Design view.
- Users can now open subforms in their own Design view window by right-clicking the subform control or by using the **View** | **Subform In Own Window** command.

New Shortcut Keys

- When a user is in form or report Design view with the focus either in the Design view window or in the property sheet, F7 takes the user to the Code window.
- When a user is in a Design view window, F4 takes the user to the property sheet.
- When a user is in a property sheet in Design view, SHIFT+F7 moves the window focus back to the design surface without changing the control focus.
- When a user is working with any table, query, form, report, page, view, or stored procedure, pressing CTRL+> or CTRL+PERIOD and CTRL+< or CTRL+COMMA will toggle between views. If there are two possible views, these keystrokes will take the user to the next view; if there are three views, pressing CTRL+> will take the user to the next view (down direction in the tri-state dropdown, for example from query Datasheet View to SQL View), looping back to the first view in the list if they are already on the third view. Pressing CTRL+< will have the opposite behavior.

Conversion Error Logging

- When users convert from Access 95, 97 or 2000 to Access Beta 2, and Access encounters any errors, Access will create a table that lists information about each error. This should make the process of solving problems in converted databases much easier.

Programmability

- Users can now pass a database password when programmatically opening a database.

- Users can now get the **DateCreated** and **DateModified** properties for any Access object by using the **AccessObject** object (for example, CurrentProject.AllForms("Customers").DateModified).
- Users can now take advantage of the Expression Builder in the VBE designer.
- Added a **Printer** object and **Printers** collection for programmatically controlling printing properties.
- Added **AddItem** and **RemoveItem** methods to combo boxes and list boxes.
- New **CompactRepair** method has been added.
- New **ConvertAccessProject** method has been added.
- Added new property **BrokenReference**. This property makes it easy to programmatically detect if your project has a broken reference without looping through each of your references.
- The Access VBE integration has improved performance for developers that make source code edits to a module and then save without compiling. In this scenario only the dirtied modules are saved. When a developer then compiles the project the whole project is saved. For large projects this improves developer productivity by only saving the complete project when necessary.
- A problem has been identified if you save a new Access object and a new data access page at the same time and cancel the **Save As** dialog box. To work around the problem do not cancel the **Save As** dialog box. This only happens when saving new objects.

Worldwide Access

- We have improved our ability to display multilingual text (English, Asian, and complex script) in tables, forms, and reports. This will be done automatically as long as your operating system has the supported fonts installed.
- Access Beta 2 has added the support to output Access objects to Unicode RTF, HTML, Text, and Excel file formats. For example, if you have a report based off a table containing multilingual text, you can now export the report formatted as RTF and be able to view the data correctly in Word. This feature is supported programmatically as well.
- Users will now have an enhanced experience while using the spelling checker in Access. A **Spelling** tab has been added to the **Options** dialog box (**Tools** menu). This tab will allow the user to access selections previously unavailable within Access, such as setting the dictionary language options and creating custom dictionary names in the **Spelling** tab. In addition, we have exposed various language-specific options for users to select based on their needs.
- Access Beta 2 exposes complex-script interface items worldwide, which means that by a simple click, you can now switch the reading direction from left-to-right to right-to-left. An **International** tab is now available in the **Options** dialog box (**Tools**

- menu). This tab contains preference items for the complex script languages, including the option to switch reading direction.
- We have improved the ability to manipulate grouped lines in Access form and report design for our Asian markets. Once a group of lines have been created in a table-like manner, you can choose to group the lines by clicking **Group** on the **Format** menu, and then move the individual lines by pressing ALT and the arrow keys.
 - The **IMEMode** property is now available to all users at all times, but you will have to have the supported Input Method Editors (IMEs) installed in order for it to work correctly.

Accessibility

- Pressing F8 in form and report Design view will now bring up the field list.
- Pressing ENTER when you have selected a field in the field list in form or report Design view will add the selected field to the form or report design surface.
- Pressing F8 in data access page Design view will bring the focus to the field list.
- Pressing CTRL+ TAB will allow you to navigate from a form or report section to a subsection.
- Two additional zoom powers, 1000% and 500%, have been added to the **Zoom** option in Print Preview.

Speech

- Access Beta 2 is enabled to use speech for both voice dictation and command and control scenarios. Users will be able to dictate text and navigate menus using speech and voice commands.
- Speech and voice commands, however, will not be available in Table/Queries/Diagrams design view of the ADP projects.

Known Problems

- If you need to insert Page Numbers in a form, you'll need to save the form first by clicking **FileSave** to avoid a known bug.

ADP Projects

Microsoft SQL Server 2000 Desktop Engine

- The new SQL Server 2000 Desktop Engine (formally MSDE) that shipped with SQL Server 2000 is on the Office CD under the MSDE2000 directory. To install it, double-click SETUP.EXE. If you already have MSDE 1.0 installed, you can either uninstall it before installing the SQL Server 2000 Desktop Engine or install it with a named instance. To install with a named instance, click the **Start** button on the taskbar, and then click **Run**. Add the command line switch of INSTANCENAME=MSOFFICE. For example:

E:\MSDE2000\setup.exe INSTANCENAME=MSOFFICE

This switch name is case sensitive.

- The SQL Server 2000 Desktop Engine setup includes a new version of the Microsoft Data Access Components (MDAC) version 2.6. If you are having problems connecting to SQL Server 2000 servers, you may need to install the SQL Server 2000 Desktop Engine to correctly connect. For example, if you want to connect to a named instance of a SQL Server 2000 server, you will need MDAC version 2.6 installed on the client computer. You can also install the new version of MDAC version 2.6 from <http://www.microsoft.com/data/download.htm>.
- If you are creating an ADP against a named instance of the SQL Server 2000 Desktop Engine or SQL Server 2000, you need to add your instance name at the end of the server name when you create the connection for the ADP. For example, if you installed the SQL Server 2000 Desktop Engine with an instance name of MSOFFICE on your local computer, you can enter (local)\MSOFFICE for the name of the server.
- If you are installing the SQL Server 2000 Desktop Engine on a Windows NT4 or Windows 2000 system, the setup program uses NT Integrated Security only. This means that the system administrator (SA) user name will not work by default. If you want multiple clients to connect to your server, you can use the new **View | Server Properties** command and select the **Enable system administrator (SA) user name** check box. Once you enable the SA user name, it is strongly recommended that you change the SA password using the **Tools | Security | Set Login Password** command.

Running Access projects against SQL Server 2000

- **Using SQL Server functions.** SQL Server 2000 functions provide the same functionality as Microsoft Jet parameterized queries. You should use functions to replace stored procedures that returned a single result set. You can also use functions any place you used a view. To create a function, use the **Create function in designer** shortcut in the **Queries** tab or select the **Insert | Query** command and choose **Design In-Line Function**. You can use these functions as record and row sources for forms, reports, data access pages, combo boxes, and so on.
- **Extended Property support.** SQL Server 2000 now provides support for extended properties. You can now set up lookup relationships, validation text, formatting, subdatasheets, and so on, against tables, views, and functions, just like you can with MDB files.
- **Updatable views.** You can now update values in a view or function directly by using a datasheet. Any update you could do with an MDB query, you can do with a SQL Server view or function.
- **Linked Table Wizard.** You can now create linked tables to your SQL Server database by using the Linked Table Wizard directly in Access. You can link to other SQL Server databases, MDB files, or other OLE DB sources.
- **Copy Database File and Transfer Database support.** Access 2000 allows you to attach SQL Server MDF files to your local server. You can now use the **Copy Database File** command against your current ADP database on your local server to create a copy of the MDF file so that you can move it to a different server. If you are not working on your local server and need to transfer a database between servers

directly, you can use the **Transfer Database** command. Both commands are on the **Tools | Database Utilities** submenu.

Running ADP Projects against all versions of SQL Server

- **Batch updates in a form.** You can now tell Access to batch all data entry and send it to the server when the user either navigates off the master record, closes the form, or selects the **Records | Save All Records** command. You can also set up a button for your form that saves all records or undoes all records programmatically. This will eliminate the need to create unbound forms that gather all the data and commit changes at one time. These features can be found in the **BatchUpdates** property on the **Data** tab of the form's property sheet. The **BatchUpdates** property is set on the main form and doesn't have to be set for subforms. The main form must be bound to a Record Source and the subforms must be linked to the main form for the batch update to work.
- **Better input parameter support for functions and stored procedures.** You can now specify parameter values for a record source just like you can with an MDB-based form or report. For example, if you entered the following SQL statement as a report's record source,
`SELECT * FROM Customers WHERE Country = @[Enter a country for the customers report]`, when you run the report, you will be prompted with a parameter dialog box with the text as expected.
- **Password security.** The new **Tools | Security | Set Login Password** command allows you to change your logon password for the current logon specified for the ADP connection.
- **SQL Replication and Security dialog boxes are removed.** Due to security changes to SQL Server, Microsoft Access will no longer be able to offer these features. You must use SQL Server 2000 Enterprise Manager to set up replication and security for your database.

Using Recordsets

- You can now use a recordset as a row source for combo and list boxes. In addition, you can use disconnected recordsets for all ADP objects that have **RecordSource** and **RowSource** properties.

XML in Access

- Significant XML support has been added for Office Beta 2. XML is used both within the core product and in data access pages. The following section outlines the XML enhancements.

XML Import/Export

- XML data or schema documents can either be created from Jet or SQL Server structures and data, or can be used to import data or structure into either SQL Server

or Jet. This can be done either through code or through the standard export user interface.

Import UI

- The **Get External Data | Import** command now has an **XML Documents** option. The **XML Documents** option allows you to import schema and/or data documents into either SQL Server or Jet. The user interface allows you to select the XML document to be imported. From that point, if the import process can parse the XML, a dialog box will appear containing the names of the tables it is going to import. You can either click **OK** at this point or use the advanced options to customize the import.
- The **Advanced** tab options for importing include the ability to include or exclude data or structure (schema), as well as determining whether the data should be appended to or overwrite any existing information.

Note: To import XML, the client machine must have a copy of SQLDMO.DLL. This can only be obtained by having a copy of MSDE or SQL Server 2000 Desktop Engine on the client.

Warning: There is a known bug that if the client has the SQLDMO DLL shipped with MSDE (SQL Server 7.0) and the SQL Server database is SQL Server 2000, import will fail. In order to import into SQL Server 2000, the client needs to have a copy of the SQLDMO DLL that ships with SQL Server 2000 Desktop Engine.

Export UI

- The Access table/query/report/form export has an **XML Documents** option. When this option is selected, you will be presented with a basic dialog box that allows you to choose to export data, schema, and presentation.

Data

- The data exported is always a current snapshot of the persisted table or query. This has the following implications:
- The data in the XML document might not be the same as the data seen by the user at the time of export.
- Forms that are bound at run time will not have any information to export, as there are no referenced control sources.
- XML data format defaults to an element-centric document. In addition, an attribute is added to the first occurrence of any column element. This attribute strongly types the column so that the import process can create a column with the appropriate data type rather than defaulting to a string.

Schema

- The schema exported is based upon the persisted table or query. Schema is exported in the W3C XSD standard.

Presentation

- The presentation is the format in which the output will appear. For reports and forms, the presentation will simulate the original as closely as possible. There are some limitations.
- The presentation defaults to creating an XSL (presentation) document that generates HTML 4.0. The XSL and the XML (data) document are bound within an .htm file that is executed on the client machine.

Known Issues

- Importing does not currently support importing from a schema. Importing from a data document, however, works properly.

Advanced Tab

- When the **Advanced** tab is selected, you will have more control over the exported output. This includes the ability to choose differing deployment locations and image deployment and even lets you choose to apply an XSL transformation against the data such that the final document is in some format other than the Microsoft Access default.

Creating a live Web report

- The first step in creating a live Web report is accomplished via the live or static data **Advanced** option. This option will only allow static data unless you are exporting a report that is stored within an ADP connected to a SQL Server 2000 server. The “live” option will not create a snapshot XML data document, but will generate an SQL HTTP statement that fetches the data from the SQL Server each time a request is made.
- The second step is choosing the **Run From Server** option instead of taking the **Run From Client** default. The **Run From** options are used to determine whether an ASP file (server) or HTM file (client) wrapper is created. Both wrappers contain a bit of code and either the XML data document reference or the SQL HTTP call, as well as the XSL used for presentation. When an ASP file is created, the execution takes place on the server and the result of the XSL is sent to the client. In the case of the shipping sample, an HTML 4.0 document is sent. When an HTM file is created, the wrapper file, the XML data document, and the XSL presentation document are sent to the client for processing.

XSL Transformations and Presentations

- You can create your own XSL data transformations for changing the data document format, as well as creating your own presentation format and then including those within the drop-down lists within the **Export** and **Import** dialog boxes.
- To have your own XSL or XSLT formats appear in the **Import** and **Export** dialog boxes, you will need to add the following “meta-header” to your XSL document:
 - **OfficeXML namespace:** identifies the XSL as a candidate for either the presentation, schema, or data drop-down lists.

- **InputType:** required for **export**. The **InputType** value indicates the Access XML format handed to the XSL. Access will not write the final XML document until after it has processed the XSL.
- **InputVersion:** allows Access to move the XML formats forward as required by industry standards and increased sophistication. **InputVersion** is optional and defaults to the current version of the input type.
- **OutputType:** required for **import**. The value of **OutputType** indicates the Access XML format resulting from the execution of the XSL. Access will not evaluate the XML document until the XSL has been processed and the resulting XML document written.
- **OutputVersion:** allows Access to move the XML formats forward as required by industry standards and increased sophistication. **OutputVersion** is optional and defaults to the current version of the output type.
- **DisplayName:** contains the friendly name that will appear in the import or export drop down. If **DisplayName** is not provided, the XSL file name is used.
- **Visible:** used to prevent the XSL file from being included in the drop-down lists, even though loaded into the accessweb directory. The visible attribute must be set to “false”. By default, if there are appropriate **InputType** or **OutputType** values, **Visible** is assumed to be “true”.

Note: After the meta-header has been added, the XSL needs to be deployed to the \\program files\office\office10\accessweb directory.

Example:

```
<?xml version='1.0'?>
<xsl:stylesheet xmlns:xsl="http://www.w3.org/TR/WD-
xsl">
<ox:header xmlns:ox="urn:schemas-microsoft-
com:officexml"
inputtype="reportml"
inputversion="1.0".
outputtype="html4webreport"
displayname="HTML 4.0 WebReport" />
<xsl:template match="/">
...
</xsl:template>
```

Note: The meta-header must appear at the top of the XSL document or the contents are treated as literals within the template.

Save as data access pages

You may now save a report or form as a data access page. Unlike the export process, which produces a static report, **Save As Data Access Page** will create a live, updatable data access page. In the case of reports, you will need to set the

AllowEdits, AllowAdditions, and AllowDeletes properties to **False** in order to prevent updates. This is a known issue and will be fixed in future releases.

Warning: This area is unstable.

Data Access Pages

Data Access Page Designer

As mentioned above, the Designer now supports multi-level undo and redo.

Multi-select support through the keyboard and mouse allows users to apply sizing, horizontal and vertical spacing, alignment, and property settings to data access pages. Users must have Microsoft Internet Explorer 5.5.

Improved control sizing allows users to see the actual size of the control while sizing. It allows better snap-to-grid support, the control key toggles snap-to-grid, and the size-to-fit command sizes the control to the size of the content. Users must have Internet Explorer 5.5.

Microsoft Word has implemented the ability to add richly bound data access page objects to HTML pages and the elements will get round tripped.

Multi-select drag-and-drop is now available from the field list.

Improved support for creating banded pages includes intuitive drop zones, automatic indenting of group levels, a group-level **Properties** drop-down option, and automatic formatting for caption and footer properties (found in **Tools | Options | Pages**).

Banded pages are updatable and can be controlled through the group-level properties **AllowAdditions, AllowDeletions, and AllowEdits**.

The **AutoSum** feature makes it easy to create aggregates. Just select the control you want to aggregate, click the **AutoSum** button, and the Designer will create the aggregate in the section above.

Right-click menu support has been added for controls, sections, group-level properties, and page properties.

Users can create customized navigation controls by applying the class name of the control to most HTML element types. For example, appending *MsoNavNext* to the class name of a label turns the label into a **Next** navigation control. This also works for the **Expand** and **Collapse** controls.

The Layout Wizard now supports Tabular, PivotChart, and Spreadsheet options. Users can see this feature by dragging and dropping a table with the wizards turned on.

The **Spreadsheet** control can now be bound to data.

The Designer now inherits extended properties from both Microsoft Jet and Microsoft SQL Server 2000 databases. This means that lookups are dropped as lookups, and label properties are appropriately set.

It is much easier to create pages that link together using hyperlinks. The Designer sets the server filter based on the primary key of the recordset, and attempts to create a relative path when possible. This **ServerFilter** property is exposed on the **Hyperlink** tab.

Microsoft Jet and Microsoft SQL Server 2000 hyperlink data types are dropped as hyperlink controls.

The Data Outline feature allows users to set properties on the data model of the page, including the ability to change the relationships between group levels.

Users can design pages with Iframe controls inside the Designer (the Iframe control must be added by hand in the HTML source).

Right-clicking a bound control allows you to create a group filter control.

Changes to Properties

Improved property support shows only relevant properties based on element type. Some unneeded attributes and Cascading Style Sheet (CSS) properties were removed, and a richer set of applicable properties was exposed.

Users can set interior properties on ActiveX controls through the property sheet.

The property sheet supports builders, including Page Connection, Color Picker, and Zoom.

Users can turn on a record selector by right-clicking a section, clicking **Group Level Properties**, and then setting the **RecordSelector** property to **True**. This is fully customizable through the CSS of the page.

All pages use alternate row colors by default. You can change this setting in the group-level properties.

Deploying Data Access Pages

Access 2000 pages will be converted to Access Beta 2 format when they are opened in Design view. Because this version supports a side-by-side installation of the Office Web Components, the solutions you created with Access 2000 will still work after installing the new Office Web Components.

A page-level script identifies when the user doesn't have the correct browser or Office Beta 2 Web Components, and provides the appropriate messages.

Users can set relative paths to Access databases. This works only when the page is opened through the file system—not through HTTP.

Developers can point all pages in a solution to Office Data Connection (ODC) or

Universal Data Link (UDL) files through the page's **ConnectionFile** property. When the page is loaded, it fetches the connection file and sets the connection specified in the file. The default can be set in the **Tools | Options | Pages** tab for all new pages.

Developers can set the default save directory through the **Tools | Options | Pages** tab.

The link property of the page is exposed programmatically and in the **Page Properties** dialog in the Database window.

The **OfflineCDF**, **OfflineSource**, and **OfflineType** properties make it possible to build applications that work with SQL Server and Jet replication or XML data files. This feature is fully integrated with the Microsoft Internet Explorer offline synchronization model.

Working Offline

To work with a data access page offline, set the following page properties, which are all available through the object model:

OfflineType

dscOfflineNone: Cannot be taken offline

dscOfflineMerge: Read/write replication to a local Microsoft SQL Server 2000 Desktop Engine

dscOfflineXMLDataFile: Read-only XML snapshot
OfflinePublication

Publication name on the current ADP server

Valid only when **OfflineType = dscOfflineMerge**

OfflineSource

ConnectionString to the local SQL Server 2000 Desktop Engine when **OfflineType = dscOfflineMerge**

Path to the XML file when **OfflineType = dscOfflineXMLDataFile**

ID of the XML data island inside the data access page when **XMLLocation = dscXMLDataEmbedded**

Path to the XML data file when **XMLLocation = dscXMLDataFile**
XMLLocation

dscXMLDataEmbedded: Data is a data island within the data access page

dscXMLDataFile: Data is stored in an external XML document

Requirements:

Data access page must be deployed on a remote server.

SQL Server 2000 Desktop Engine must be loaded on the client computer if using Merge Publication.

Publication must exist on the SQL Server 2000 database for Merge Publication.

To work offline:

1. Open the data access page in the browser.
2. On the **Favorites** menu, click **Add to Favorites**.
3. In the **Add Favorite** dialog box, select **Make available offline**.
4. Click **OK**.
5. On the **File** menu, click **Work Offline**.

Creating an XML data document

In this release, you can create an XML document or XML data island from a data access page by using the **ExportXML** method. The Microsoft Office Data Source Control's **ExportXML** method allows you to create an XML document or data island.

Binding to an XML data document

The following properties can be set either on the page's property sheet or through code at run time.

XMLLocation

- dscXMLDataEmbedded:** Data is in the page as a data island
- dscXMLDataFile:** Data is an XML data document
- XMLDataTarget**
- dscXMLDataEmbedded:** The ID of the data island
- dscXMLDataFile:** The UNC, URL, or absolute path and name of the XML document

UseXMLData

- True:** The connection to the live source is dropped and the data access page is bound to the XML source
- False:** The connection to the XML source is dropped and the data access page is bound to the live source
- Note:** The **UseXMLData** feature works only inside the browser running outside Access. Design and Browse views inside the Access environment will always run against the connection specified in the **ConnectionString** property.

Binding to an arbitrary recordset

You can now bind data access pages to any arbitrary recordset.

SetRootRecordset: Use this method to bind to disconnected and persisted recordsets.

Data Source Control events

Several new events and methods are available in the Data Source Control object model.

- AfterDelete:** Occurs after a record deletion has been confirmed and the record has actually been deleted, or after the deletion is canceled.
- AfterInsert:** Occurs after a new record is added to the recordset.
- AfterUpdate:** Occurs after a record is updated with changed data or the record loses focus.
- BeforeBind:** Occurs before controls are bound to the recordset for the first time.
- Note:** This event will be renamed **BeforeInitialBind** in a later release.
- BeforeDelete:** Occurs before the record is actually deleted.
- BeforeInsert:** Occurs when the first character is entered into a new record, but before the record is actually added to the recordset.

BeforeUpdate: Occurs before a record is updated with changed data or the record loses focus.

Dirty: Occurs when the contents of a record change and before the **BeforeUpdate** event.

Focus: A page-level event that occurs when a section receives the focus. This is different from **Current**, which is a recordset-level event that occurs when the record changes in the underlying recordset.

RecordExit: Occurs after all update events have fired and before the record loses currency (that is, during navigation, data access page close, data access page refresh, or data access page query).

Undo: Occurs when the user returns a data access page to a non-dirty state by either canceling the **Dirty** event or pressing the ESC key.

New Data Source Control Constants

Constant	Description
dscDeleteOK	Indicates that the delete operation succeeded.
dscDeleteCancel	Indicates that the delete operation was canceled through code.
dscDeleteUserCancel	Indicates that the delete operation was canceled by the user.
dscDisplayAlertContinue	Determines whether a custom error message or no error message is displayed.
dscDataAlertDisplay	Indicates that the standard error dialog box should be displayed.
dscRefreshConnection	Causes the Refresh method to refresh the data cache by dropping the current connection and reconnecting.
dscRefreshData	Causes the Refresh method to refresh the data cache while maintaining the current connection.

EventInfo object properties and Data Source Control events

The following table shows the interaction between the **EventInfo** object properties and the Data Source Control events.

Event	ReturnValue	DisplayAlert	Status	DataPage	Section	PercentComplete	Error
AfterDelete			X	X	X		
AfterInsert				X			
AfterUpdate				X			
BeforeInitialBind							
BeforeDelete	X	X		X	X		
BeforeInsert	X			X	X		
BeforeOverwrite	X	X					
BeforeUpdate	X			X	X		
Dirty	X			X	X		
RecordExit	X			X	X		
BeforeCollapse	X				X		
BeforeExpand	X				X		
BeforeFirstPage	X			X			
BeforeLastPage	X			X			
BeforeNextPage	X			X			
BeforePreviousPage	X			X			
DataError							X
DataPageComplete				X			
Current				X	X		
RecordSetSaveProgress	X					X	
Undo	X			X	X		
Focus				X	X		

New Data Source Control functions

The following function has been added for this release:

EuroConvert: Converts a number to Euros or from Euros to a participating currency.

Updatability in data access pages

Banded data access pages are now updatable. Child recordsets have full updatability, including the ability to add, modify, and delete.

The Group Level property sheet allows you to control whether the child recordsets are updatable by setting the following properties:

AllowEdits

AllowAdditions

AllowDeletes

Note: By default, converted data access pages will have these properties set to **False**, while data access pages created in Access Beta 2 will have these properties set to **True**.

Known Problem: In a banded page, the browser will crash if the cursor is inside a band when navigating the outside band.

Microsoft PowerPoint
Areas of Focus

PowerPoint features to be tested fall into the following categories: Collaboration, Slide Show, and Everyday Tasks.

Collaboration

- **Comments:** Edit comment text; delete comments; print presentations with comment pages.
- **Password Protection:** Set Modify Password and then open the document without entering the password. You should be able to view the presentation, but not edit or save.
- **Broadcast:** It's even easier now to broadcast your presentation over the web.
- **Digital Signatures:** Save a presentation and then apply a digital signature to it.
- **Reviewing and Reconciliation:** Collaborate with others the way you want to by letting PowerPoint set up a review cycle for your presentation. PowerPoint lets you manage the changes from multiple reviewers and allows you to accept and reject them with ease.

Slide Show

- **Animation Schemes:** Apply a combination of animations and transitions without leaving the slide editing view (normal view) or having to learn all of PowerPoint's animation features. Apply PowerPoint's new professionally-designed animation schemes to one slide or your whole presentation with just a click.
- **Slide Transitions:** Apply a transition effect to one slide or your whole presentation with just a click, without leaving the slide editing view (normal view). Try the new slide transitions: Comb, Fade Smoothly, Newsflash, Push, Shape, and Wedge & Wheel.
- **Custom Animations:** New animation functionality allows you to have fine control over effects with exit animations, path animation and timed/simultaneous animations.
- **Presenter Tools:** A new tool for giving valuable information to the presenter during the presentation. Requires multiple monitors to be set up.

Everyday Tasks

- **Copy and Paste:** PowerPoint is now better able to handle pasting lots of content to a slide with new defaults for positioning content and matching it to your presentation. Now also with the flexibility to easily change these defaults to suit your needs.
- **Print Preview:** Preview the way a presentation will print and make adjustments to ensure proper printing.
- **Slide Formatting:** Allows for "live" formatting of presentations with just a click. You can easily switch between different Design Templates and Color Schemes to

achieve the desired look for a presentation (go to Format Menu and choose Slide Design).

- **Multiple Masters:** Apply more than one design template to the same presentation. Keep the original look of slides copied into a presentation when collaborating with others. Manage you master lists and make modifications to your master easily in master view (go to View menu, point to the Master option and choose Slide Master).
- **Thumbnails in Normal View:** In normal view, you can choose between viewing the outline or slide thumbnails of your presentation.

Specific Questions

We would like to get your feedback on the following features:

- Did you use animation schemes? If so, did you find them helpful or did you have to go to the custom animation task pane?
- If you used the custom animation task pane, did you find it easy to use? What features were missing that you'd like to have?
- Did you like using the task pane to do your formatting work (apply design templates and color schemes)? Was this easy to adapt to?
- Did you use the new slide thumbnails in the outline view? Did this help you work with your presentation?
- Did you find the reviewing and reconciliation tools did what you expected? Were you able to use them easily?
- Did you use print preview? Did you find it useful when printing your document?
- Have you tried printing your presentations on a variety of printers? Did they print the way you expected?
- Did you like using multiple masters? Were you able to create multiple master presentations and use them in they way you wanted?

Known Problems

- Password protecting a document will prevent Auto-Recovery from opening the document after a crash. This is to ensure the security of the document even if there is a crash in the application.
- Saving to PowerPoint 95 may take an extremely long time and appear to be "hung."
- NetMeeting can't properly administer itself in a locked-down system
- Presenter Tools - This feature only displays correctly for English, French or German UI languages for this beta release.

Microsoft Publisher

New Features and Focus Areas

Publisher Beta 2 includes the following new and enhanced features, areas in which we especially need your feedback

Everyday tasks

- **Font Schemes:** Font Schemes make it easy to give your publication a new look. Choose one of 25 coordinated font sets, and it will be consistently applied to your publication.
- **Word import wizard:** Publisher now makes it easy to prepare Word documents with great-looking professional designs.
- **Additional Design Sets:** Fifteen new Design Sets aimed at producing streamlined, professional-quality business publications have been added to Publisher Beta 2, almost doubling the number provided in Publisher 2000.
- **Task Pane:** Many of the features for Publisher—wizards, designs, and color schemes have been redesigned for easy access in the task pane. The task pane features graphical and thumbnail previews for each option to help you visualize your publication as you customize it.
- **Styles and Formatting pane:** Browse and apply text styles by using the WYSIWYG style list.
- **Better text styles:** Publisher includes a style inspector that describes the properties of the current style. To help you design a consistent-looking publication, you can create styles that are "based on" and "followed by" already existing styles.
- **HTML file format:** Now you can save and open documents in HTML.
- **Improved mail merge:** Now the mail merge in Publisher is more like the mail merge in Microsoft Word, making it easier to use.

Graphics and Printing

- **OfficeArt:** Publisher Beta 2 uses the same OfficeArt drawing tools used by other Office applications. Publisher supports additional fill effects, AutoShapes, text wrapping options, photo correction, and drawing tools. Try out the new functionality, and look for issues opening previous version of Publisher files in Publisher Beta 2.
- **Tighter Office integration:** Publisher Beta 2 interacts more closely with other Office applications. Integration includes better cut-and-paste functionality, updated AutoCorrect, and better image scanning into publications by using Windows Image Acquisition.
- **Enhanced commercial printing support:** Publisher Beta 2 offers additional commercial printing functionality, including support for up to 12 spot colors in a

single publication, and the ability to combine process and spot colors in the same publication.

- **Print Preview:** Publisher supports print previews of the current publication, using the metrics of the current printer to render the preview. If the user is using either process or spot color, print preview can display both a composite preview and previews of individual ink plates.
- **Unified Page Setup dialog:** The print Setup and page Setup dialogs have been merged into a single dialog to make setting page and paper Setup easier.
- **Inline objects:** Objects can be moved inline with text in text frames. Once moved inline, graphics will flow with text in frames.
- **EPS import:** Publisher Beta 2 includes a new version of the EPS filter, which provides improved handling and previews of text, as well as improved handling of named colors to properly separate EPS graphics in spot-color publications (but not currently in process-plus-spot publications—this will be implemented by ship time).
- **Embedded CMYK TIFFs:** Publisher now supports CMYK TIFFs internally. You are no longer required to link to externally stored TIFFs.

Fundamentals and International Features

- **Font substitution:** Publisher now supports the temporary or permanent replacement of missing fonts in publications.
- **Complex Scripts:** Publisher Beta 2 includes support for complex scripts and bi-directional languages, such as Arabic and Hebrew. Support can be enabled via the Office Language Settings applet.
- **Word breaking:** Publisher uses Office word-breaking technology to detect word breaks in Japanese and Chinese text for easy selection and editing of your text.
- **Multilingual UI:** Publisher now supports the Office Language Settings applet to let users enable language-specific editing features, Help language, and UI language.
- **Separation of images.** Publisher can separate vector and bitmap RGB images.

Known Issues

- In some cases, where Outlook Express has been removed from the system, Publisher might not be able to open files. Outlook Express is installed by default with the Office Service Pack and with Internet Explorer 5.0. As a workaround, these files can still be opened by double-clicking on their icons in Windows Explorer.
- When trapping is enabled, objects will not trap to the borders of objects that they overlap. Centerline traps might not print correctly.

- Three-dimensional effects on objects do not separate correctly when printing plate separations in spot or process color modes.
- In print preview, a publication with complex tables, line drawings, or fill effects might render slowly or incompletely; still, the publication will print correctly.
- Support for EPS files in both spot only and process plus spot mode has not yet been implemented.
- An incorrect version of the sRGB color space ICM profile might be installed on Windows 95, Windows 98, or NT 4, and could result in inaccurate CMYK color separations.

Follow these steps to check the version of this profile:

1. Search for file "sRGB Color Space Profile.icm"
2. Right-click **Properties**.
3. On the **General** tab, the size should be 3.07 Kb (3144 bytes)
4. On the **Profile Information** tab, the color profile description should be "sRGB IEC61966-2.1"

The correct version of this profile can be downloaded from the Windows Color Management homepage at <http://www.microsoft.com/hwdev/color/#Profiles>. It is located in the Color Profiles section.

- If you insert hyperlinks that point to other pages in your publication, they might not work correctly when your publication is viewed in a Web browser. Use a workaround to ensure that inserted hyperlinks work correctly:
 1. On the **Arrange** menu, click **Layout Guides**.
 2. Make sure that **Create Two Master Pages with Mirrored Guides** is checked,
 3. Click **OK**.

Microsoft FrontPage FrontPage Overview

FrontPage is a web site creation and management tool that gives you everything you need to create and manage your web site, whether you're creating a personal web site or a corporate Internet or intranet site.

FrontPage and Office Web Server (OWS)

Microsoft is providing you with an Office Web Server Team Site through a leading Internet service provider. You will receive an e-mail message with the HTTP address of the site, your login name, and password. The team site will be available to you throughout the beta. Microsoft FrontPage has added some great new features that let you open your Office Web Server (OWS) site in FrontPage and change the layout or theme for a more customized look. FrontPage and Office Web Server are two separate applications.

Important When you test the new publishing features in FrontPage, please be careful not to overwrite your OWS site. Remember to publish your web pages to a subweb or other location.

FrontPage Features to Test

The following FrontPage feature areas are ready to be tested:

Office Web Server Team Site features:

- **Document Libraries** Now you can establish special folders on your web site in which people can save specific kinds of documents. You can set up required information that will be collected for each document, and establish **rules** (like the ones in your E-mail inbox) for dealing with documents saved into the library.
- **Interactive Lists** Use a list to keep track of anything that's important for your web site. People with permissions assigned to them by the administrator can view the list information and create new items, or edit the existing ones. You can insert information from a list (or a document library) into any page on your website and this information will always remain up-to-date.
- **Surveys** Add a survey to your website to collect information from the site's viewers. You can ask many questions in a single survey, and view the results of the survey graphically.

Web components:

You can now insert web elements including the new Link Bars feature. With Link Bars you can easily apply a navigational structure to your web site without having to go to the **Navigation** view.

HTML 4 tags:

- You can now insert an **Inline-frame** into to your web page.
- You can insert an **Advanced** Button and customize it in place.
- FrontPage now supports the fieldset tag, so you can easily add and edit a **Group Box**.

Editing features:

- **Drawings, Auto Shapes and Word Art** You can now insert these into your web page and copy and paste these between FrontPage and other Office applications such as Microsoft Word and Microsoft PowerPoint.
- **Tables** Table borders can be edited using the new **border** button. FrontPage has added a **Split Table** command. You can now quickly complete tables of repetitive information using the **Fill Right** and **Fill Down** commands. **Table AutoFormat** allows you to quickly choose from among several formats to easily customize the look of your tables.
- **Photo Gallery** Quickly and easily create photo galleries without setting up a table and thumbnail for each image. Using the New Photo Gallery you can add images from files, your digital camera, and from your scanner. You can also add captions and

descriptions for the images. The Photo Gallery will automatically generate thumbnails for your images and arrange them in your choice of four layout styles.

- **The Database Interface Wizard** This wizard makes it easy to connect your web site to a database. You can create a new Microsoft Access database within your web site and add pages to view, edit, and add content to the database. The wizard can also connect your web site to an existing server-based database.
- **Shared Borders** This has been updated so that the dialog provides a way to set a background on the shared border that is different from the page background.
- **Paste Recovery:** When pasting content, you are now given multiple options for how you would like to paste. You can switch back and forth between different pasting options, see how each looks, and decide on the one you would like.

Site Management features:

- **Publishing** The new **Publish Web** dialog box will show you exactly which files will be published. Every time you publish (after the first time) it will also indicate any files that may cause a conflict to occur during the file copy process. You can view the contents of your destination web site and perform basic file management tasks such as renaming, deleting, or moving files. You will be able to publish your entire web site by clicking a single button, but you may also want to use the added functionality of being able to move single files in either direction between the source and destination. The publishing process will run in the background and will notify you when it is done. Once the publishing process is finished you can view either the newly published site or display the log file telling you which files were copied.
- **Usage** The usage reports provide information such as how many people are visiting your web site, which pages they are viewing, and when they are visiting. These reports can be viewed over time so you can tell if your site is gaining popularity and whether or not it is effective. They can also help you identify whether visitors linked from another site or from a search engine. If they linked from a search engine, the usage report will show you the keywords they used to find your site. In order to view usage information, your site must be hosted on a OWS beta 2 server with usage analysis enabled.
- **Custom Reporting:** Analyze your web site's performance using FrontPage's **Reports** view. Customize reports to show the information you need by changing column placement, sort order, and by applying Custom Autofilters. Allow other users to see reports by saving them into your web.
- **Multi-Language handling** You can enable multiple languages for editing, such as Hindi, German, and English. You can also create pages containing all three languages, without having to switch your system code page. When you switch your keyboard to type a different language, the spell checker will automatically adjust so that no words are marked as misspelled just because they're in another language.

Known Problems

Office Web Server Team sites:

- **Layout Customization** Cannot switch from **Layout Customization** view back into **Live Data** view.
- **Approval Rules** E-mail function is not working.
- **New Document Library/List Objects** While you can view property information on an existing library or list, setting new properties will result in an error.
- **File and Folder Add Events** These events will sometimes occur more times than necessary.
- **File Checkout Event** This event is not working.
- **Document Library Templates** You cannot remove a template from a document library.
- **Document Library Rules** The following known issues:
 - Your server must be configured to send mail in order for the mail rules to work.
 - If you run the new Document Library wizard in an un-provisioned web site, an error message is displayed.
- **Layout Customization View** The following known issues:
 - This area is quite unstable; this is a "use at your own risk" area.
 - Cannot switch from this view to **Live Data** view.
 - View styles are broken except for **Basic Table** view.
 - Dragging and dropping fields in **Basic Table** view is risky.
- **List Views** If you filter on Choice or Boolean fields, **List** view does not work correctly.

Editing:

- **Photo Gallery** Dragging the photo gallery onto a different page in the web may break your photo gallery. Changes to a copied photo gallery will affect your original photo gallery. Where two copies of the same image exist in a photo gallery, changes to one image will affect both copies and the gallery saves only one image file.
- **Database Interface Wizard** Localization is incomplete for this beta release and problems may arise when using the wizard in a language other than English.
- **Interoperability problems** Avoid dragging and dropping AutoShapes and Charts from Microsoft Excel to FrontPage. Unable to import images from a Microsoft Word created web page. The **Paste as Image Tag** option does not work when you paste a shape or image from another Office program.

Multi-Language Area:

- **Help** If you are working in a language other than English, links to online Help files are not implemented in this beta release.
- **Filenames/URLS** FrontPage does not support file names and URLs that do not match the code page of the operating system.
- **Thesaurus** This works only in the specified page language in this beta release; thus, multi-lingual pages will not get a multi-lingual thesaurus.
- **Multilingual Cross Web Spelling** FrontPage may not prompt for installing new spellers when if they are not already installed. As a result, words that are misspelled in a language without a speller will not be marked as misspelled.

Microsoft Office Designer

Microsoft® Office Designer is a new application in the Office suite. It is a development environment for creating and customizing Web-based workgroup applications that run on the Microsoft Web Storage System, which is part of Microsoft Exchange 2000 Server.

Microsoft Office Designer is best understood as part of a platform for creating, deploying, and customizing Exchange workgroup applications. That platform consists of the following key elements:

- **Sample application templates** Microsoft Office Beta 2 provides a set of eight Web sample application templates that can be deployed on the Exchange 2000 Web Storage System to produce interactive Web sites that make it easy for team members to collaborate. The application templates include common workgroup applications such as issue tracking, a newsgroup-style discussion forum, a survey application, and a team document library. Each application includes a built-in user interface for customizing and administering the application. To perform customizations beyond those supported by an application's built-in user interface, you use Office Designer to modify the application.
- **The application server** Office Designer applications must be deployed on Exchange 2000 Server Service Pack 1 (SP1) or later. Exchange 2000 Server is built upon the Web Storage System, which integrates the features of a Web server, a database, and the file system, along with traditional messaging and collaboration server functionality.
- **Client applications** Office Designer applications use a client/server architecture in which users run a client program from their workstations to access documents and data stored on Exchange 2000 Server. Office Designer applications use Web technologies such as HTML, Active Server Pages (ASP), design-time controls, and scripting to create the application's user interface and other features. Users can open and run Office Designer applications from a variety of client applications that support these technologies. For the most powerful and flexible functionality, users should run Office Designer applications in Microsoft Outlook® Beta 2, but users can also run

applications in any Web browser that supports HTML 3.2 or later, such as Microsoft Internet Explorer 3.02 or later or Netscape Navigator 4.08 or later.

- **Customization and development** The Office Designer application itself is required for creating entirely new applications, and for performing customization tasks on the provided Web applications that are beyond those supplied by an application's built-in customization user interface. The customization tasks for which Office Designer is required include tasks such as customizing interface text, adding graphics, adding or deleting fields, or creating new pages, views, or forms.

Office Designer Sample Application Templates

Office Beta 2 includes eight sample application templates you can use to create workgroup Web applications that run on Exchange 2000 SP1 or later. Each application provides a full set of features for common workgroup tasks. All applications include a built-in Web-based user interface that allows you to customize the application to your workgroup's needs.

For example, clicking **Change settings** on the first page of the Issue Tracking application, and then clicking **Change general settings** displays a page (shown in Figure 1) that you can use to enter a name and description for the application.

Change Issue Tracking Settings

Use this page to specify the name and description for this Issue Tracking application.

Name and Description

Name:

Issue Tracking

Description:

Enter a new name, as you want it to appear in heading and links throughout the project. Enter descriptive text that will help project members use this list.

Save

Cancel

Figure 1 The Issue Tracking Application's General Settings Page

In addition to these run-time customization commands, it is also possible to further customize all template applications by opening them in Office Designer. In Office Designer, you can make customizations ranging from simple changes, such as changing the background color of a page or adding new text, to more complex changes, such as adding new pages, forms, fields, controls, or script.

For more information on using Office Designer to customize application templates, see “[Creating and Customizing Applications with Office Designer](#)” later in this document.

The following sections provide an overview of the Web application templates supplied with Office Designer.

Document Library

The Document Library template lets you create a Web site where your team can store and share documents. You can create filters to display only selected documents, organize documents into categories, and specify a template for creating new documents.

Workflow

The Workflow template provides the same features as the Document Library template, with the added ability to establish workflow rules for routing documents to different team

Microsoft Confidential

Microsoft Office Beta 2

Microsoft Confidential

Microsoft Office Beta 2

members in a particular order for completing a task or business process. You can use the Workflow template for applications such as expense report approval, contract creation, or preparing a document for publication.

Note The Beta 2 version of the Workflow template does not work properly on Tahoe servers. To work around this problem, please use an Exchange 2000 server instead.

Discussion

The Discussion template lets you create a discussion forum that your team can use to easily have newsgroup-style discussions about topics added by team members. Users can also specify (“subscribe to”) topics, authors, or categories of their choice, and receive e-mail notification when something new is posted for the selected topic, author, or category.

Issue Tracking

The Issue Tracking template allows workgroup members to enter descriptions of work items, such as customer issues, or product design and quality control issues, and then track an item’s progress by specifying its status and assigning ownership. Users can use different views to display relevant work items.

Survey

The Survey template provides a way to get feedback about issues from team members or anyone visiting your Web site. All you need to do is specify the questions and define how users enter their answers.

Digital Dashboard

The Digital Dashboard template provides a way to create a user-configurable Web page that functions as an information portal for relevant personal or team information. A digital dashboard is composed of the following components:

- **Web Parts** Components for displaying information that reside within a digital dashboard. Web Parts can consist of simple HTML text for announcements and notifications; dynamic displays of data, such as lists or charts of stock quotes and sales figures; or information from other Web sites displayed within a frame. Web Parts can also contain controls, scripting, Dynamic HTML (DHTML), or Extensible Markup Language (XML) to provide interactivity. The Digital Dashboard template includes many Web Parts, and many more will later be available for download from Web sites such as the Microsoft Office Web site. Users can also create their own Web Parts by creating content in Office Beta 2 applications, and then saving the content in a Web format (such as HTML) in a Web Parts folder.
- **Web Parts folder** The Web Parts folder provides storage for the Web Parts that can be displayed in a digital dashboard. For a private digital dashboard, a Web Parts folder can be stored locally or in a private folder on Exchange; for a shared digital dashboard, a Web Parts folder is stored in an Exchange public folder. Creating an application by using the Digital Dashboard template creates a Web Parts folder that contains a default set of Web Parts.

- **Dashboard view** A dynamically generated Web page that is used to display the contents of a Web Parts folder as a digital dashboard.

Note The Digital Dashboard template does not work inside Outlook when you are disconnected from the network .

Project

The Project template provides a way to create a team Web site that integrates one or more of the other applications as “sections,” and also includes additional sections. The Project template provides a “wrapper” for the other templates (except the Workflow template) with common navigation and administration.

Note The Project template’s digital dashboard bome page does not work inside Outlook when you are disconnected from the network .

The Application Server: Exchange 2000 Server

Exchange 2000 Server SP1 uses a new technology called the Microsoft Web Storage System. The Web Storage System is a database technology that you can use to store, share, and manage many types of data in a single integrated system. For example, you can use the Web Storage System to store and run e-mail messages, Web content (including Active Server Pages), multimedia files, and Microsoft Office documents. The Exchange Web Storage System is integrated with Microsoft Internet Information Services (IIS) 5.0 to allow users and applications to read from and write to the store by using Hypertext Transfer Protocol (HTTP). Because Office Designer applications are stored and run against the Web Storage System, they are able to provide features such as:

- **Intelligent and flexible document management**

All documents and data stored in Exchange 2000 can be accessed by using a broad variety of protocols, including HTTP, or through the file system by means of network file shares. For Office users, documents stored in Exchange 2000 are primarily accessed three ways:

- From the user interface provided by Office Designer applications
- From the **File** menu in Office applications, by using the **Open** or **Save As** commands
- From the Web folders (Microsoft Windows® 98) or My Network Places (Microsoft Windows 2000) user interface on the Windows desktop

This means that Office users can interact with the server and the application running on it by using whatever method they’re most comfortable with. Additionally, because Exchange supports server events, the behavior when a user saves to an Exchange folder can be controlled and coordinated regardless of the method used to access the folder. For example, whenever a user saves a document to a folder in a Document Library application, the user is prompted to specify certain document properties (such

as status, description, or category) before he or she is allowed to save the document. This means that a set of document properties is guaranteed to be available for any document added to the system so that it can be used for categorizing, filtering, and searching within applications.

▪ Adaptive forms and pages

All requests through HTTP send information about the kind of browser making the request and the default language. Exchange 2000 provides features that allow the server to use this request information to deliver a browser- or language-specific version of a page or form without writing server-side script. All that is required of a developer is to create the browser-specific or language-specific version of a page or form, and then register the page or form by using Office Designer to specify the browser or language the page or form supports. This makes it much simpler to create applications that support a variety of browsers or languages.

For more information about adaptive forms and pages, see the “Microsoft Web Storage System Registration” section of the *Microsoft Office Designer User’s Guide* on the Microsoft Office Beta Web site at <http://beta.office.microsoft.com>.

▪ Running and developing applications while offline

Outlook Beta 2 includes a new component called the local information store (LIS). You can think of the LIS as a local Web Storage System. The LIS is a replication technology for locally caching and running Exchange 2000 applications and the data they work against. For example, if you open an Office Designer application in Outlook Beta 2, and then disconnect your laptop from the network, you can continue to run the application while offline from the LIS cache. When you reconnect your laptop, the LIS replays your actions and copies any documents and data you created back to the server. Similarly, users of Office Designer can use laptop computers to develop and customize applications while they are offline and have their changes synchronized back to the server when they reconnect. These features work automatically without requiring the user to issue commands to notify the system that the laptop is being disconnected or reconnected; however, these features can also be controlled explicitly with user interface commands.

Note: Developing applications offline in Office Designer is not supported for Beta 2.

For more information about working offline, see the “Office Designer, Microsoft Exchange, and the Local Information Store” section of the *Microsoft Office Designer User’s Guide* on the Microsoft Office Beta Web site at <http://beta.office.microsoft.com/>.

Client Applications

Office Designer applications use Web technologies such as HTML, design-time controls, Active Server Pages, and scripting to provide interactive functionality that runs across the following client applications:

- Microsoft Outlook Beta 2
- Microsoft Internet Explorer 3.02 or later
- Netscape Navigator 4.08 or later
- Any Web browser that supports HTML 3.2 or later

Note Opening Office Designer applications in Outlook 2000 will be equivalent to opening them in the version of Internet Explorer that is installed on that machine, except when rendering views (which use the Outlook view control).

The highest level of functionality is supported when the application is running in Outlook Beta 2, which supports features such as:

- More powerful end-user customization of views
- Client-side changes to views can be made without additional requests to the server
- Displaying application items in the Preview pane
- Navigating Exchange 2000 servers and personal folder (.lis) files by using the Folder List
- Creating and managing .lis files
- Running applications offline from .lis files

The next level of functionality is available when the application is running in a Web browser that supports cascading style sheets (CSS), DHTML, and integration with Windows operating system services; one such browser is Microsoft Internet Explorer 5 or later. When running in Internet Explorer 5 or later, Office Designer applications support features such as:

- High-fidelity font and layout information
- Data binding by using client-side DHTML behaviors

The minimum level of functionality is available when the application is running in a Web browser that supports HTML 3.2, such as earlier versions of Internet Explorer or Netscape Navigator. Because Office Designer applications use Active Server Pages, all application logic can run on the server and be delivered as “vanilla HTML” to earlier browsers.

Creating and Customizing Applications with Office Designer

Office Designer is used both to customize applications based on the supplied application templates and to create entirely new applications.

Customizing Applications Based on the Supplied Templates

Because each of the eight application templates supplied with Office Designer provide a high level of functionality and a built-in customization user interface, you may not need the ability to further customize them. However, you must use the Office Designer to perform more advanced customization tasks, such as the following:

- Customizing user-interface text other than the application's title and description
- Changing fonts, colors, and layout
- Adding images
- Adding or deleting fields
- Adding new pages, forms, or views
- Adding or deleting controls
- Customizing ASP script

Creating New Applications

Office Designer provides a complete environment for creating Web-based applications on Exchange 2000 Server. You can use Office Designer to create all the Web application elements, such as framesets, pages, item type definitions (data definitions), forms, views, action buttons, and scripting.

For a step-by-step description of creating a simple Office Designer application, see the "Creating a New Application from Scratch" section of the *Microsoft Office Designer User's Guide* on the Microsoft Office Beta Web site at <http://beta.office.microsoft.com/>.

Getting Started with Office Designer

To get started with Office Designer, you need to either set up an Exchange 2000 server or Tahoe server, or use the hosted server provided by Microsoft.

Setting Up a Server

Office Designer requires an Exchange 2000 server with the Webstorage Platform Preview for Office Designer or Tahoe Server Build 3328 for Office Designer in order to create applications. You can find additional information about setting up Exchange 2000 and Tahoe on the Microsoft Office Beta Web site at <http://beta.office.microsoft.com/>, including downloads for Webstorage Platform Preview and Tahoe Server Build 3328.

Using the Hosted Server on the Internet

Because not all Office beta customers will have access to an Exchange 2000 or Tahoe server on their own, we are hosting a prerelease version of Microsoft Exchange 2000 Server on the Internet and providing space for the exclusive use of our beta customers. You should receive your user name, password, and other details about this server within two weeks of receiving your beta CD-ROM. Additional details will also be available on the Microsoft Office Beta Web site at <http://beta.office.microsoft.com/>. If you do not receive this information within two weeks, please e-mail hosted@microsoft.com.

Note that the hosted server is for testing purposes only, and is not meant to be a production environment. As such, please do not store sensitive or critical data on the server, as it may be subject to loss.

Problem Areas

The following list describes a few problems you may encounter when using Office Designer Beta 2. This list is an abstract; you are strongly urged to read the information in the Office Designer section of the Microsoft Office Beta Web site (<http://beta.office.microsoft.com>) before using Office Designer for the first time.

For best results in testing the Web protocol and the Local Web Storage System against a preview release of Exchange 2000 SP1, Microsoft recommends using Outlook Beta 2 on a PC equipped with Windows 2000 and 128 MB or more of RAM. At the time of this beta, the Web Storage System has been tested and tuned most extensively for use with Windows 2000 and some known issues remain when using the Web protocol on Windows 98 and Windows Millennium.

Performance Issues

This early prerelease build has not been optimized for performance. The final release will have substantially better performance. In this prerelease build, creating new applications from templates may take several minutes, and the first time you open an application may take up to one minute.

Can't Use Names That Require URL Encoding

This prerelease version does not support file or folder names that contain some special characters that require URL encoding. File names containing these characters will generate errors when attempts are made to access them in a browser.

Security Issues

Because Office Designer and the template applications are in development, there may be security issues with the applications. Therefore, we do not recommend deploying applications on production Exchange servers, or allowing untrusted persons to run the applications on any server in your enterprise.

International Support Issues

This prerelease version supports only the ANSI character set for page names. Web applications created with Office Designer may not work properly with page names containing non-ANSI characters.

Sorting by Subject in Navigator

Views created in Office Designer and customized so that you sort by the subject field will not work in Netscape Navigator browsers. The workaround is to not use this field, or to not sort by this field.

Don't Set RunAt Property

The **RunAt** property is designed to let you designate whether an application runs locally or on a server machine. However, the **RunAt** property does not work for Office Beta 2. Unexpected results may occur if this property is set on a folder through Office Designer. By default, Office Designer sets the **RunAt** property to "local" and this works properly.

Digital Dashboard Requires Update

The Digital Dashboard template requires a new object, **ServerXMLHTTP**, to run correctly on Exchange 2000 servers. The **ServerXMLHTTP** object is part of **MSXML3**, which is being released this fall. A beta release of **MSXML3** is available at <http://msdn.microsoft.com/xml/general/msxmlprev.asp>. This update should be installed in "side-by-side" mode. Note that this object needs to be installed only on the server (and not on client machines).

Open Simple Action Does Not Work

The **Open** simple action does not work in Beta 2.

Simple Validation Not Working for Dates

The date range validation for dates does not work in Beta 2.

Visual Studio 7 Beta 1 Incompatibilities

DO NOT install Office Designer Beta 2 and Visual Studio 7 Beta 1 on the same machine. This could cause one or both products to stop functioning.

Crash When Dropping Simple Action onto New Pages

Office Designer will occasionally crash when a simple action is dragged onto a page immediately after the page is created. The problem will not occur if you wait a few seconds after creating a page before dragging elements onto the page.

Inserted Office Web Controls Get Duplicated on Save

If you insert an Office Web control (such as an Excel spreadsheet) into an application page and then save the page, the control will be duplicated. To work around this problem, switch to HTML view before saving the page.

Cannot Recreate Applications

Creating an application with the same name as recently deleted application does not work in Beta 2. The workaround is to give the new application a unique name.

Do Not Rename Open Views

Renaming a view in the Project Explorer while the view is being edited corrupts the view. To work around this problem, save the view and then close the window you were editing the view in before attempting to rename it.

Deploying Office Designer Applications on "Tahoe for Designer" Servers

There are known problems with the permissions for Office Designer applications that are deployed in any folder other than the **/Public** Folder tree on "Tahoe for Designer" servers. If you have a "Tahoe for Designer" server that you want to deploy Office Designer applications to, you should follow these steps when setting up and deploying to the server:

- 1 Set up the "Tahoe for Designer" server.
- 2 Using **My Network Places**, create a shortcut to <http://YourServer/public>.
- 3 Using this shortcut, create a folder named "users" inside <http://YourServer/public>.
- 4 When creating applications using Office Designer, you should create your applications within the "users" folder.

Due to permissions problems on "Tahoe for Designer" servers, you should never create folders or set permissions on the M: drive by using the M: drive or an IFS share (*\\server\share*). Doing so will result in permissions that are incompatible with MAPI clients (such as Outlook and Office Designer templates).

Views Cannot Be Edited in LocalApps or Previewed in Outlook

The "LocalApps on Webstorage" Local Information Store file (which Office Designer creates the first time it is opened) is a location in which you can build applications on your own machine without requiring a server. However, in Beta 2, you cannot edit views that are stored in LocalApps; in addition, views will not render when they are previewed in Outlook.

To work around these problems, create a Local Information Store file. To do this, open Outlook and click **Data File Management** on the **Tools** menu. Click **Add**, and then add a **Local Information Store (.lis)** file. If you create your applications in this new Local Information Store file, views will work properly.

Microsoft Office Web Components

Areas to focus on

Spreadsheet Component

Calculation engine

A new calculation engine for the Spreadsheet Component provides greater performance, robustness, and compatibility with Microsoft Excel. The new calculation engine was built from Excel source code to provide the highest level of compatibility and dependability. By building the component from the Excel source, the Spreadsheet Component can support all Excel built-in formulas, dependencies, array formulas, and discontinuous references.

Named ranges

This important feature of the calculation engine lets a user define a name for a range of cells, a constant, and functions. The name can then be used in formulas. Names are interchangeable with Excel.

New data type for cells: IDispatch

In addition to numbers, text, Boolean values, dates, errors, and arrays, the Office Web Components now support a new built-in data type called **IDispatch**.

By providing **IDispatch** as a new, intrinsic data type to a spreadsheet's cells, OWC was able to add formulas that allow users to data-bind cells to elements from the container. This allows a Web-based solution that uses the **Spreadsheet** control to data-bind to HTML elements such as text boxes, list boxes, or text.

Support for XML-Spreadsheet file format

Both Excel and the Spreadsheet Component will share a common file format, called XML-Spreadsheet, that will make it easy for customers to construct, process, share, and extract data from their spreadsheet models. The Spreadsheet Component supports load/save, copy/paste, and **Range.Value** with XML-Spreadsheet.

Workbooks

Just like classic Excel, Spreadsheet Component users can now work with a collection of sheets in a workbook. This helps users organize their information. By keeping related sheets in the same workbook, it is easier for users to make related changes and edits, to consolidate related sheets, or to do calculations involving data from multiple worksheets. This will also provide better fidelity when publishing from or exporting to Excel. Excel will be adding the option to publish a workbook with interactivity.

Excel-compatible object model

The Spreadsheet Component's object model has been re-implemented to be source-code-compatible with Excel for all of the functionality it supports. This means that all of the functionality in the Spreadsheet Component uses Excel properties, methods, and events. In some cases, the full functionality of an Excel method could not be supported (for example, password protection) but the object model syntax is identical to that of Excel. This will make it easier for Excel VBA developers to build solutions against the Spreadsheet Component, and will also ease the process of moving solutions from one version of Office to the next.

Data-bound sheets

The Spreadsheet Component now has an intrinsic way to connect to data stored in databases such as Microsoft SQL Server. A data-bound sheet gets its data from a table or view in a database and can be refreshed by the user. The size of the sheet is determined by the amount of data in the database; the Spreadsheet Component automatically creates named ranges to help users build formulas against data-bound sheets.

Integrated data binding in data access pages

With data-bound worksheets, users can drag tables and views from the field list of a data access page and drop them on the data access page as a Spreadsheet Component. This will allow users to build powerful spreadsheet models against data from SQL Server.

More rows and columns

The Spreadsheet Component now supports 262,144 rows by 18,278 columns (*ZZZ*).

Custom row and column headers

Developers can use script to customize the text that displays in the row and column headers. Custom text headings allow the Chart Component to use the Spreadsheet Component as the datasheet.

New look and feel

The Spreadsheet Component has been updated to look like the rest of Office Beta 2. It now has lightened row and column headings with highlights to indicate the active selection.

Spreadsheet Component Help has no function reference

In the Office Beta 2 Help file for the Spreadsheet Component, the function reference was omitted. To obtain Help for spreadsheet functions, locate Owcfun10.chm on your hard drive and double-click it. This error will be fixed in a later release.

Chart Component

3-D charts add depth to your data

The Chart Component is adding support for a number of 3-D chart types, including Column, Bar, Pie, and Area. Approximately 30% of all column, bar, and pie charts use 3-D for visual effect. Using DirectX, rich modeled 3-D charts will add pizzazz to presentations.

Built-in datasheet

You can now use a datasheet to enter static data for your chart. Although it is very powerful to create data-bound charts that automatically update as the underlying data changes, a large percentage of charts consist of very few data points, based on static data.

Simplified data binding

By integrating data-binding support in the PivotTable Component, the Chart Component will now support binding directly to a data source, along with sorting, grouping, and filtering of the data. Along with new control-level properties, this feature will let developers create a Chart Component by using only the property toolbox.

Fill effects

Chart developers can now create richer charts by using gradient fill effects, textures, and images. With the Office Art library, the Chart Component can now support the same Office fill effects used by other Office applications.

Pivot your chart

Excel 2000 received many favorable reviews for its much improved user interface for PivotTable and PivotChart views. The Office Web Components will adopt (and make improvements to) the Excel PivotTable and PivotChart view user interface. Support includes dragging and dropping charts, drop areas, drilling into a data point such as a bar or pie slice, dragging from the field list, and multi-chart.

Toolbar for quick modifications

The Chart Component will provide more direct interaction in run time and design time with a toolbar that gives users quick and easy access to frequent commands.

Improved Chart Wizard

The improved Chart Wizard will be integrated into the new property toolbox with simplified steps, better data-binding support, and the ability to reenter the wizard and make changes. Making the Chart Wizard completely reentrant by integrating it into the toolbox allows users to make the changes they need, when they need to, without losing any work.

Time-scale axis

A recent survey of real-world charts has shown that well over 50% of all column, line, and area charts use dates and times. With added special handling for dates and times, the Chart Component will fill in missing dates, sort dates in the correct order, group data points by time intervals, and present a visually appealing axis that is intelligent about labels, tick-marks, and gridline intervals.

Custom drawing events and methods

The Chart Component will expose drawing events and methods that allow custom chart visuals, such as additional labeling, markers, or even whole new chart types.

Use layers to display two series, each with different scaling

To give users better control over how series are rendered and scaled, new Chart Component methods will make it possible to create charts with two (or more) series, each with different scalings.

Improved axis labels

The Chart Component will improve its display of category axis labels with better layout and more user options such as label rotation.

Passive alerts

When a non-critical error occurs, users will see a small icon in the chart that they can click to get more details.

Conditional formatting

This feature allows users to associate ranges of values with formatting, such as ranges of color and other format settings.

PivotTable Component

Improved filtering with support for top and bottom *n* filters

Now you can create conditional filters for a richer slice of your data. For example, you can create filters to show the top or bottom 10 items based on count, sum, or percent.

Calculated totals and detail fields

Now developers can extend the information presented to users by using expressions to create new fields and totals. Calculated detail fields such as “Price*Quantity” can be added to the PivotTable Component, as well as new calculated totals for analysis, such as “Budget/Actual” or growth from the same period last year.

New AutoCalc functions

When working with relational data, the PivotTable Component now supports new AutoCalc functions for average, standard deviation, and variance.

Select multiple items in filter fields

Now you can select more than one item to filter on when a field is in the filter area. By doing so, you see the aggregate of the selected items in the report.

Grouping intervals

Developers or end users can group detail field values into higher-level buckets, such as by the first one or two letters, by every 10 if it is a numeric field, or by date/time intervals.

Display totals as a percentage

Now you can analyze your information by comparing percentages across a row or column. Values can be displayed as a percentage of row total, column total, grand total, or row/column parent total.

Custom ordering of members

In many reporting situations, users require explicit control over the ordering of members on an axis. Now you can order members exactly the way you want — just select a member and drag it where you want it.

Ad-hoc member grouping

Users will be able to group members together with a combined total in a new level. For example, now you can group the salespeople that report to you into a custom group with appropriate totals.

Display member properties

If information has been associated with a member, the PivotTable Component will display it to users. For example, a store might have additional information associated with it — such as a phone number, the name of the manager, and hours of operation. You can use member properties for information that is related to a member, but you should not use member properties to create additional levels of aggregation. Member properties can also contain statistics produced by the data-mining features being built into Plato.

New options for drilling into your data

The PivotTable Component supports drilling down a hierarchy to automatically add the next level.

Updatability

One key feature in this release is support in detail data for updating, inserting, and deleting data. This is essential when the PivotTable Component is used as a sublist in data access pages or when it is used to edit a simple list of data.

Hyperlink support

Now developers will have built-in support for hyperlinks, just like they do in the Spreadsheet Component. When clicked, the hyperlink navigates to the specified URL, which is displayed in the current window. Hyperlink fields can be specified by the developer, or — in the case of Microsoft Jet or Microsoft SQL Server tables — automatically recognized and enabled.

More ways to load data

Now the PivotTable Component can load and offer full functionality against a wider variety of data sources, including ActiveX Data Objects (ADO) **Recordset** objects, any source control (custom or otherwise), or an XML-Rowset stream.

Friendlier error information

The PivotTable Component will display more complete error information in response to a query or connection failure. If the component is unbound, OWC will offer better feedback and an easy way to bind the control.

Use custom MDX to display a PivotTable control

With support for custom Multidimensional Expressions (MDX), developers can hand-craft complex MDX and make the **PivotTable** control use that for its initial query to the

OLAP source. Developers often want this simply because OWC does not expose all the features of MDX, or their specific OLAP provider exposes custom functionality that is beyond the OLE DB for OLAP standard.

Support for time levels in AutoDate hierarchies

OWC has added the Hours, Minutes, and Seconds levels to the AutoDate hierarchies that are generated if the underlying field has a time portion.

Bind to data using a multidimensional Connection object

The PivotTable Component can now work with an existing connection. This lets developers modify provider-specific settings on the **Connection** object before using it with the PivotTable Component. Developers can also access the current session used by the control to execute specific statements on the same session.

Track Recordset currency while pivoted

The currency indicator is now visible while grouped, and the currency arrow tracks currency changes across child **Recordset** objects.

Component Family

Extensible toolbar and shortcut (context) menus

Developers can now work with toolbar and shortcut menus in the following ways: enable and disable buttons, add and remove buttons, add and remove shortcut menu items, and handle button or menu item clicks.

Customizable ToolTips

All Office Web Components will add ToolTip support to aid designers and users. Power users also can author their own custom tips in the Chart Component, thereby providing domain-specific information about a given element.

Microsoft Office Web Server Overview

Office Web Server (OWS) provides a team collaboration Web site where your team can communicate, share documents, and work together on a project. Using nothing more than a Web browser, team members can add information to the site such as events, names and phone numbers of people that your team communicates with, and to-do items. Team members can also post Microsoft Office documents to share with other team members, hold newsgroup-style discussions, and take polls of the team to make decisions.

The OWS team site does not require any knowledge of HTML or any web-authoring tool. Using the browser, you can change the overall look of the site to suit the needs of your team. If you use Microsoft FrontPage, you can open your site in FrontPage and change the layout or apply a theme for a more polished look.

Microsoft has teamed up with several leading Internet service providers (ISP) to enable you to create a free team site during the beta. The ISP hosted team sites are accessible from the Internet. To create your Beta 2 team site browse to <http://bcta.office.microsoft.com>. Once you have logged into the site, do the following:

1. Cclick **Documentation**.
2. Click **FAQs**.
3. Inthe dropdown list, select **OWS**.
4. Click on the FAQ “Create an OWS Team Site,” and follow the instructions.

Office Web Server Features to Test

Office Web Server feature areas that you should test in Beta 2 are: inviting new users to participate in your team site, modifying user roles, adding content to your team site, saving to your web site from Office applications, using discussions and subscriptions, Customizing your web site with new lists and document libraries, and site administration. Additionally, you should test the new features that have been added for Beta 2, including customizing the home page layout, importing contacts from Outlook, and managing personal subscriptions.

Inviting new users to participate in your team site

OWS team sites make it easy to invite new users to join your site. When you invite someone to join your team site, they receive a personalized e-mail message containing a username and password. To send an invitation, do the following:

1. Browse to the home page for your team site, and click **Site Settings**.
2. Under **Web Administration**, click **Send an invitation**.
3. On separate lines, type the e-mail address of each user you want to invite, and click **Next**.
4. Verify the e-mail addresses, and click **Next**.
5. Type a personal greeting and assign a role for these users and click **Finish**.

Modifying user role membership

After you have invited users to your team site, you can change their roles or remove them completely. To change a user’s role, do the following:

1. Browse to the home page for your team site, and click **Site Settings**.
2. Under **Web Administration**, click **Manage Users**.
3. To edit a user’s role, click the user name in the list.
4. Under **User Role**, select a new role for the user.
5. At the bottom of the page, click **Submit** for the new settings to be applied.

Adding content to your team site

The OWS team site contains built-in lists for team announcements, events, links, contacts, tasks, and a discussion forum. You add an entry to all of these types of lists in the same way. For example, to add a new announcement, do the following:

1. Browse to the home page for your team site.
2. Next to **Announcements** click **Add new announcement**.

3. Enter a title, a body of text, and an expiration time for the announcement.
4. Click **Save and Close**.

Saving Microsoft Office documents to document libraries in your team site

Document libraries are folders in your Web site that store documents so they are easy for you to share with team members. Your team site contains a predefined document library called Shared Documents. To save an Office document to this document library, do the following:

1. Browse to the home page for your team site.
2. In the top link bar, click on the **Shared Documents** link.
3. Click **Upload Document**.
4. Click **Browse** to find the file you want to upload and then click **Open**.
Note: The document upload feature will not upload Office documents saved as HTML. For the feature to work, Office documents should be in binary form with the extensions .doc, .ppt, or .xls. To save HTML-formatted Office Documents to a document library, use one of the other methods described below.
5. Click **Save and Close** to save the document to the team site.

There are two other ways to save an Office document to your team site. You can save to your team site from a Web Folder or Network Place or directly from an Office application. To create a Web Folder or Network Place for your team site, do one of the following:

For Windows 98, NT 4 Workstation, and NT 4 Server:

1. On your computer desktop, double click **My Computer**.
2. Double-click **Web Folders**.
3. Double-click **Add Web Folder**.
4. In the **Add Web Folder** dialog box, type the HTTP address of your OWS team site and click **Next**. You will need to be connected to the Internet to connect to your team site.
5. If you are prompted for authentication, enter the login and password for your OWS team site.
6. Click **Finish**. This opens your team site as a folder on your computer.

Now that a Web Folder has been created, you can open your team site as a folder on your computer while connected to the Internet. To access your Web Folder do the following:

1. Double-click **My Computer** on the desktop.
2. Double-click **Web Folders**.
3. Double-click on the name of your web folder. You can now copy, delete, or open documents from the Web Folder.

For Windows 2000 Professional, Windows 2000 Server, and Windows Millennium, do the following:

1. On your computer desktop, double-click **My Network Places**.
2. Double-click **Add Network Place**.
3. In the **Add Network Place** dialog box, type the HTTP address of your OWS team site and click **Next**. You will need to be connected to the Internet to connect to your team site.
4. If you are prompted for authentication, enter the login and password for your OWS team site.
5. Click **Finish**. This opens your team site as a folder on your computer.

Now that a Network Place has been created, you can open your team site as a folder on your computer while connected to the Internet. To access your network place do the following:

1. Double-click **My Network Places** on the desktop.
2. Double-click the name of your network place. You can now copy, delete, or open documents from the Network Place.

Use Office 2000 to save documents to your team site. This feature has been refined in Office Beta 2 so that the **Save As** web dialog contains a “web view” of the document libraries in your team site. To save an Office document to your team site using an Office application do the following:

1. Open your beta copy of Microsoft Word and open an existing document.
2. Click **File** and select **Save as Web Page**.
3. In the **Save As** dialog, click **Web Folders** (for Windows 95, 98, and NT 4 users) or **My Network Places** (for Windows 2000 and Millennium users).
4. Double-click on your team site’s web folder or network place that you created in an earlier step.
5. The **Save As** dialog box contains the document libraries for your team site. Double-click on the **Shared Documents** document library.
6. Click **Save** to add your document to the **Shared Documents** documents document library.
7. To confirm that your document was saved in the Shared Documents document library, browse to your team site homepage and click **Shared Documents**.

Known Issue:

When resaving to an Office Web Server, fragments of the original document may be retained if the modified document is smaller than the original. These fragments may be visible if the file is saved as HTML; the fragments should not be visible in binary files. If the Office Beta 2 is installed on a machine with Office 2000, this behavior will also occur in files saved from Office 2000.

Customizing your team site with interactive lists and document libraries

As your site grows, you may want to add new interactive lists, and document libraries, and then customize them to meet your team’s needs. To create a new interactive list, (the example following uses a survey) do the following:

1. Browse to the home page for your team site.
2. On the navigation menu, click **Create**. The **Create New List** page contains predefined lists that you can add to your team site and a custom list option
3. Click the **Survey** list to create a survey for your team site.
4. In the **Name and Description** section, give the list a name in the **Name** box. For example, name the list “Favorite Microsoft Office Product Survey.” After the exercise, you can remove the list if you want.
5. In the **Name and Description** section, enter a description for the survey in the **Description** box.
6. In the **Navigation** section, specify whether a link to this survey appears in the **Quick Launch** section of your team site’s home page.
7. In the **Survey Options** section, accept the defaults, which show user names in survey results and disallow multiple submissions.
8. Click **Next**.
9. Enter a question for the survey. For instance, “What is your favorite Microsoft Office product?”
10. Specify the type of response as **Choice**.
11. In the box to enter choices, replace the “Enter Choice #1” text with Microsoft Word, and repeat until all Office products are listed.
12. For **Display choices**, leave the default as **Radio Buttons**.
13. For **Default value**, clear the box to have no default value.
14. Click **OK**.
15. Click Home to return to the team site home page.

On the home page, you can click the Favorite Microsoft Office Product Survey link to take the survey. To take the survey, click **Respond** to this survey.

Note: To create new lists, click the **Create** button on the home page. To remove the survey, click **Lists** on the navigation menu, then click **Favorite Microsoft Office Product Survey**, click **Modify Survey and Questions**, and click **Delete this survey**.

Importing list data from Excel Beta 2

To create a new list based on list data you have in Microsoft Excel, do the following:

1. Browse to the home page for your team site.
2. On the navigation menu, click **Create**.
3. The **Create New List** page contains predefined lists that you can add to your team site and a custom list option. Click the Excel Spreadsheet list to import a list from Microsoft Excel Beta 2.
4. Give the list a name in the **Name** box.
5. Enter a description for the list in the **Description** box.
6. Type the location to the Excel spreadsheet file or click **Browse** to select the file that has the list data you want to import in the **File Location** box.
7. Specify whether a link to this list should appear in the **Quick Launch** section of your team site’s home page.
8. Click **Import**.

9. Excel Beta 2 should start up and have the file you specified in step 6 opened.
10. Select the range of cells you'd like to import as a new list.
11. Click **Import**.
12. Excel Beta 2 will close and you'll be brought back to the new list you imported.

Exporting Events to Outlook Beta 2

You can export Events to your Outlook calendar so you are reminded when the event occurs by doing the following:

1. Browse to the home page for your team site.
2. Click **Add new event** on the home page
3. Enter the title of the event in the **Title** box.
4. Enter the date the event starts in the **Event Date** box.
5. Enter the date the event ends in the **End Date** box.
6. Enter a description of the event in the **Description** box.
7. Enter a location for the event in the **Location** box.
8. Click **Save and Close** near the top of the form.
9. On the home page click the title you specified in step 3.
10. Click **Export to Outlook**.
11. Click **Open this file from its current location**.
12. When the appointment appears click **Save and Close** to add the appointment to your Outlook calendar.

Assigning a Template to a Document Library

After you have created a document library, you can associate a template with it so that new documents will share a common format. When you browse to the document library and click **New Document**, the template associated with the document library opens in the appropriate Office Beta 2 application. This makes it easy for your team to create new documents with your template and save them back to the server using very few steps. To assign a template to an existing document library do the following:

1. Create a template using your favorite Office application.
 2. Save the template to the root of your web site. For example, <http://ows1.isp.com/mytemplate.htm>.
 3. Browse to the home page for your team site.
 4. Click **Shared Documents** or the name of your newly created document library.
 5. Click **Modify settings and columns**.
 6. Click **Change the general settings**.
 7. In the **Document Template** section of the page type the URL to your template. For example, <http://ows1.isp.com/mytemplate.htm>.
 8. On the bottom of the page click **OK**.
- To verify that the template was applied, browse to your team site home page, click the link to your document library, and click **New Document**. This feature will only work if you have Office Beta 2 installed on the workstation you are browsing from.

Web Discussions

The Office Beta 2 Web Discussions feature is a toolbar that enables users to discuss documents stored anywhere on the Internet, intranet, or their network. Discussions are stored separately from the document. They are transparently merged into the document when users view it.

The Office Beta 2 Discussion toolbar is installed in the Typical setup for Office Beta 2.

For beta testing discussions, you can use your OWS team site provided by Microsoft. Your OWS team site is also your discussion server. Use the table below to access the discussions feature in the appropriate application. The discussion feature is carried forward from Office 2000. Additional documentation for this feature is described at <http://officeupdate.microsoft.com/2000/focus/articles/WebDiscussions.htm>.

Word, Excel, and PowerPoint Beta 2	Click Web Discussions (Tools menu, Online Collaboration submenu)
Internet Explorer 5.0	Click Discuss on the Standard Buttons bar
Internet Explorer 4.0	Click Discussions (View menu, Explorer Bars submenu)
Netscape browsers	In Netscape browse to your team site. In the Team Site navigation menu click Discussion Boards . Click Discuss a document . Enter the URL for the document and click Discuss .

Web Subscriptions

Office Beta 2 subscriptions feature enables you to subscribe to documents, document libraries, and lists in your web site, and automatically be notified when there is a change. This functionality was carried forward from Office 2000. Additional detail on how to use the Subscription feature can be found at http://msdn.microsoft.com/library/officedev/off2krk/70ct_11.htm.

Word, Excel, and PowerPoint Beta 2	Click Web Discussions (Tools menu, Online Collaboration submenu), and then click Subscribe .
Internet Explorer 5.0	Click Discuss in the Standard Buttons bar, and then click Subscribe .
Internet Explorer 4.0	Click Discussions (View menu, Explorer Bars submenu), and then click Subscribe .
Netscape browsers	In Netscape browse to your team site. In the Team Site navigation menu click Discussion Boards . Click Discuss a

	document. Enter the URL for the document and click Discuss . From the discussion toolbar you can subscribe to the document.
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The web subscription feature has been expanded to enable subscriptions to lists or document libraries. After subscribing, you will be notified by e-mail when changes occur. For example, to subscribe to the announcements list, do the following:

1. Browse to the home page for your team site.
2. Click **Announcements**.
3. On the **Announcements** page, click **Subscribe**.
4. In the **Subscribe to box**, click the list **Announcements**.
5. In the **Notify me when box**, click **anything changes**.
6. In the **E-mail address box**, type your email address.
7. In the **Time box**, click **when a change occurs**.
Note: Change this option to **Once a day** or **Once a week** if the list is updated frequently. If you choose when a change occurs, you will be sent a new e-mail every time the list is updated. If you choose once a day or once a week, you will receive a single e-mail for that period.
8. Click **Ok** for the Subscription to be applied.

Managing personal subscriptions

Once you have subscribed to a document, document library, or list in your team site, you can remove the subscription or any other subscriptions you have added. If you are a web administrator for your team site you could also manage other users subscriptions. To manage your personal subscriptions do the following:

1. Browse to the home page for your team site, and click **Site Settings**.
2. Under **User Information** click **View user information**.
3. Click on the user name that you want to manage subscriptions for.
4. On the **User Information** page click **Manage personal subscriptions**.
5. On the **Personal Web Subscriptions Management** page click the check box for the subscriptions you want to remove and click **Delete**.

Modifying the home page layout

The team site home page ships with a prearranged layout for lists. This layout may not meet your needs or preferences. For Beta 2 we have added a feature that enables you to drag and drop lists on the home page so that you can customize it the way you want it. To modify the home page do the following:

1. Browse to the home page for your team site, and click **Site Settings**.
2. Under **Web Site Settings** click **Customize home page layout**.

3. Follow the instructions at the top of the **Home Page Layout** page to rearrange your layout.
4. After making your changes click **Save** at the bottom to the page.

Importing Contacts from Outlook

The Contacts lists enables you to share telephone numbers, e-mail addresses, and other contact information for people who work with your team, such as vendors, clients, and consultants. For Beta 2 we have added a feature that enables you to import contacts from Outlook to your contacts list in your team site. To import contacts from Outlook,do the following:

1. Open Outlook and minimize it.
2. Browse to the home page for your team site, and click the **Contacts** link under the **Quick Launch**.
3. On the **Contacts list** page click **Import**.
4. When the **Select user to import** dialog box appears, click to select individual or multiple contacts or aliases to be imported. If you click an alias, the alias will be expanded when the import is completed.
5. Click **Add**.
6. When the **Security** dialog appears click the check box to allow access and click **Yes**.

Changing the Field Order for Lists

When you click to add a new list item, like a new task, the order of entry is controlled by fields. If the predefined order does not meet your needs, you can change the order of the fields. To change the order of fields for the Task list, do the following:

1. Browse to the home page for your team site, and click **Tasks**.
2. On the **Tasks lists** page click **Modify settings and columns**.
3. Under **Columns**, click **Change the order of fields**.
4. Change the order by renumbering the columns and clicking **OK** to apply.

The next time you add a new task you should see that the order reflects your modifications. The field order change is different than the view that displays the data that you have entered. If you want to change the order of displayed information modify the view.

Other new features in Beta 2

1. Search has been added for Document Libraries. For example, click on **Shared Documents** and on the **Shared Documents** page you can search the documents in the Document Library.

2. Auto-hyperlink feature has been added for the text/note field. For example, if you were to add a new announcement and the announcement contained a hyperlink, like <http://www.microsoft.com> or <mailto:abc@def.com>, hyperlinks are automatically generated.
3. An Item Limit has been added so that you can control how many records are displayed for a view. For example, click **Announcements**, **Modify settings and columns**, **Views**, **All Items**. For **Item Limit** enter the number of items you want to display for the view and click the radio button to limit the total number of items returned to the specified amount. You could also use the batch option which would display one group of items at a time and enable you to click a link to see the next batch.

Office Web Server Setup

Installing Office Web Server is optional since you can create a Team Site at one of the ISPs hosting the OWS beta. To create a Team Site at an ISP, see instructions for doing this at the beginning of the OWS section in this readme file. You might consider installing OWS if you are at your workplace and would like to have your team try out the collaborative features of OWS on your own server. The following minimum requirements are needed to install the OWS product on a web server machine:

Operating System	Requirements
Microsoft Windows NT Server 4.0 with Service Pack 6	200 MHz Intel Pentium processor 128 MB RAM 70 MB free hard disk space, plus 4 MB minimum for each provisioned Web site
Microsoft Windows NT Workstation 4.0 with Service Pack 6	133 MHz Intel Pentium processor 64 MB RAM 70 MB free hard disk space, plus 4 MB minimum for each provisioned Web site
Microsoft Windows 2000 Server	200 MHz Intel Pentium processor Minimum: 128 MB RAM Recommended: 192 MB RAM 70 MB free hard disk space, plus 4 MB minimum for each provisioned Web site
Microsoft Windows 2000 Professional	200 MHz Intel Pentium processor Minimum: 64 MB RAM

Operating System

Requirements

Recommended: 128 MB RAM

70 MB free hard disk space, plus 4 MB minimum for each provisioned Web site

OWS can use SQL Server 2000, SQL Server 7.0 or MSDE to store list data, discussions and Web site metadata. Because of the SQL Server requirements, there are three possible configurations for installing OWS. Determine your configuration or preference and use the appropriate installation steps below.

Install OWS on an IIS web server that is not running SQL Server 7.0

In this configuration, OWS will install MSDE, a scaled down version of SQL 7.0.

There are two parts to OWS installation. The first part is the installation of the product. The second part is the “provisioning” of web sites. Provisioning is the process of adding the Server Extensions and OWS web files to each IIS virtual server. If you have only one web site on the IIS Server, typically the Default Web Site, OWS will install the product and provision the web site in one step. If you have more than one web site on the IIS server, OWS will install the product and present you with the OWS Global administration pages to provision web sites.

To install OWS, on a server without SQL Server 7.0, do the following:

1. Insert the Office Beta 2 CD into the CD-ROM Drive
2. Use Windows Explorer to browse the CD. At the root of the CD open the **OWS** folder and double click on **setupse.exe**.
Note: After the installation finishes, you will either be prompted to go to your home page or you will be presented with the **OWS Global Administration** pages. If you are presented with the **HTML Administration** pages, proceed to the next step; otherwise, proceed to the OWS Administration section of this readme file.
3. A list of the virtual servers on your web server is displayed in the **OWS Global Administration** page. To provision OWS on a virtual server, click **Extend** for that virtual server, and on the bottom of the **Extend** page click **Submit**.
Note: If you accidentally close the **OWS Global Administration** page, you can go back to it. To access it, click **Start, Programs, Administrative Tools, Office Web Server Administrator**.
4. After provisioning a web site with OWS, you can browse to the site to begin using it.

Proceed to the OWS Administration section of the readme to make additional administrative settings.

Install OWS on an IIS web server that is running SQL 7.0

In this configuration, OWS will use the SQL Server 7.0 that is currently installed on the Web Server.

There are two parts to the OWS installation. The first part is the installation of the product. The second part is the provisioning of web sites. In this configuration, the product will install, and once completed, launch the Global HTML Administration. Using the HTML **Administration** pages, you will provision web sites with OWS.

To install OWS in a configuration where SQL Server 7.0 is installed on the Web Server, do the following:

1. Insert the Office Beta 2 CD into the CD ROM-Drive
2. Use Windows Explorer to browse the CD. At the root of the CD open the **OWS** folder and double click on **setupse.exe**. After installation, you are presented with the OWS Global Administration pages.
3. In the OWS **Global Administration** page, a list of the virtual servers on your web server is displayed. To provision OWS to a virtual server, click **Extend** for the appropriate virtual server.

Note: If you accidentally close the OWS **Global Administration** page, you can always go back to it. To access the **Global Administration** page, click **Start, Programs, Administrative Tools, Office Web Server Administrator**.

4. On the **Extend** page, you are presented with some options that you will need to specify to provision OWS to a virtual server.

Server to Extend: This is the name of IIS web site for which you are provisioning OWS.

Administrator: This is the default Administrator account for the OWS web site, and does not have to be a web server box Administrator. You can change this to another existing account. If the account is a domain account, specify the username as a domain account, such as “Northamericaljsmith”. If the account is a local account on the web server, specify it without the domain, such as “jsmith”.

Database Server: This is server name for the remote SQL Server 7.0. It has to be specified as the NETBIOS name for Beta 2. IP addresses will not work during the Beta.

Database Account Username: This is the account name you use to connect to the remote SQL Server 7.0, usually SA. OWS will not connect to SQL using NT Authentication.

Database Account Password: This is the password for the Database account. If you selected to use the default SQL Server SA account, it is recommended that you change the SA password using the SQL Server administrative tools prior to provisioning the web site. The SA account is blank by default. If you do not want to assign SA a password, leave the field blank.

Site Type: Choose which type of site to create when the virtual server is extended. The default option is to provision an OWS Team Site complete with new home page. If you have an existing home page and want to keep it choose the second option.

5. After entering all of the required information, click **Submit**. This will provision the web site with OWS and create a database on the remote SQL Server for the web site to use. The database name created on the remote SQL Server will resemble *servername_LM_W3SVC_#_Collab*, where # is the IIS instance for the virtual server.
6. If you have only one web site to provision, you are finished. If you have additional web sites to provision, repeat the provisioning steps for each virtual server you want to configure.
7. Once you are done provisioning web sites, proceed to the OWS Administration section for information on configuring additional OWS settings.

Install OWS on an IIS web server and use SQL Server 2000

In order to install OWS on a server that is running SQL Server 2000 or install OWS and use a remote SQL 2000 Server follow the directions for installing to a local or remote SQL 7.0. The instructions are the same whether you are using SQL 7.0 or 2000. If you will be using SQL 2000 it will be necessary to configure SQL 2000 so that it uses SQL Authentication. The default installation of SQL 2000 configures NT Authentication which is not supported by OWS.

Install OWS on an IIS web server and use a remote SQL Server 7.0

In this configuration, OWS will require that you specify a remote SQL Server 7.0 to provision web sites. You will also need to run setup with a switch to notify OWS that you are using a remote SQL Server 7.0.

There are two parts to the OWS installation. The first part is the installation of the product. The second part is the provisioning of web sites. In the remote SQL configuration, the product will install, and after it has completed you will be guided to the OWS **Global Administration** pages to provision virtual servers.

To install OWS, in a configuration where there is a remote SQL Server 7.0 do the following:

1. Insert the Office Beta 2 CD into the CD ROM Drive
2. Click **Start, Run**, and in the **Run** dialog box type D:\OWS\setupse.exe /nd where *D* is the letter assigned to the CD- Rom drive. The /nd switch means no database.
3. You will be prompted that you will need to supply the name of an existing SQL Server 7.0 to use for provisioning web sites with OWS. Click **Yes** to continue.

After installation, you are presented with the OWS Global Administration pages.

If you accidentally close the HTML Administration page, you can go back to it. To access the OWS Global Administration page, click **Start, Programs, Administrative Tools, Office Web Server Administrator**.

- 4. In the OWS Global Administration page, a list of the virtual servers on your web server is displayed. To provision OWS to a virtual server, click **Extend** for the appropriate virtual server.
- 5. At the install page, you are presented with some options that you will need to specify to provision OWS to a virtual server.

Server to Extend: This is the name of IIS web site for which you are provisioning OWS.

Administrator: This is the default Administrator account for the OWS web site, and does not have to be an Administrator. You can change this to another existing account. If the account is a domain account, specify the username as a domain account, such as "Northamerica\jsmith". If the account is a local account on the web server, specify it without the domain, such as "jsmith".

Database: This is server name for the remote SQL Server 7.0. It has to be specified as the netbios name for Beta 2. IP addresses will not work during the Beta.

Database Account Username: This is the account name you use to connect to the remote SQL Server 7.0. If you selected to use the default SQL Server SA account, it is recommended that you change the SA password using the SQL Server administrative tools prior to provisioning the web site. The SA account is blank by default. If you do not want to assign SA a password, leave the field blank.

Database Account Password: This is the password for the Database account. If you selected to use the default SQL Server "SA" account, it is recommended that you change the "SA" password using the SQL Server administrative tools prior to provisioning the web site. The "SA" account is blank by default. If you do not want to assign "SA" a password, leave the field blank.

- 6. After entering all of the required information, click **Submit**. This will provision the web site with OWS and create a database on the remote SQL Server for the web site to use. The database name created on the remote SQL Server will resemble *servername_LM_W3SVC_#_Collab*, where # is the IIS instance for the virtual server.

- 7. If you have only one web site to provision, you are finished. If you have additional web sites to provision, repeat the provisioning steps for each virtual server you want to configure.
- 8. Once you are done provisioning web sites, proceed to the OWS Administration section for information on configuring additional OWS settings.

Install OWS In Quiet Mode

In order to install OWS in quiet mode, you will need to run setup with the /q parameter. For example, at a command prompt you would run `setupse.exe /q` for a completely quiet install or `setupse.exe /q+` to be notified when the install is complete. Additional parameters can be appended to further customize the quiet installation. To review all of the parameters, type `setupse.exe /?`.

OWS Administration

After installing and provisioning virtual servers with OWS, there are some additional settings you may want to select. For instance, if you will be collaborating with other users, you can use the OWS Administration pages to create new accounts or add existing accounts, and assign those accounts permissions to the site. Additionally, if you will be using the Subscription features of OWS, you will need to specify an SMTP server for OWS to use to send mail. This section of the readme will guide you through the common administration settings, so you can get started using all OWS features right away.

Note that there are two sets of Administration pages in OWS: Global and per virtual server. The **Global Administration** pages are for server-wide settings and for provisioning web sites with OWS. Per virtual server administrative pages are for settings in a single virtual server or web site.

To access and use the **Global Administration** pages, you must be an Administrator on the server. You can access the **Global Administration** pages at the server by clicking **Start, Programs, Administrative Tools, Office Web Server Administrator**.

To access the per virtual server administrative pages, you must be a web Administrator. You can access the per virtual server administrative pages by browsing to your OWS web site and clicking **Site Settings** on the navigation menu.

Add a new user to the web site

To add a new user to the web site, use the per **Virtual Server Administration** pages and do the following:

- 1. Browse to your web's home page.
- 2. Click **Site Settings** on the navigation menu on the top of the page.
- 3. Under **Web Administration**, click **Manage Users**.
- 4. Click **Add a user**.
- 5. For **User Type**, choose the option to create a new account or the option to add an existing local or domain account with permission to the web.
 - 1. Add a new user
 - ☐ **User name:** This is the account name that the new user will log in to the web site with.

- ☐ **Password:** This is the password the new user will use to log in to the web site.
- ☐ **Confirm Password:** Retype the password to confirm it.
- ☐ 2. Add user or group name (add an existing user or group with permission)
If the account is a domain account, specify the username as a domain account, such as “Northamericalsmith”. If the account is a local account on the web server, specify it without the domain, such as “jsmith”.
- ☐ 6. Assign the user to a role by clicking the appropriate checkbox. The available roles are:
 - ☐ **Administrator** - View, add, and change all server content; manage server settings and accounts.
 - ☐ **Advanced author** - View, add, and change pages, documents, themes, and borders; recalculate hyperlinks.
 - ☐ **Author** - View, add, and change pages and documents.
 - ☐ **Contributor** - View pages and documents, view and contribute to discussions.
 - ☐ **Browser** - View pages and documents.
- ☐ 7. After checking the box for the appropriate role, click the **Add User** button.

Configure Global Administrative Settings for OWS

Each feature has administrative settings that control how the feature works. These administrative settings enable you to turn features on or off and configure them to your preferences.

Note: If you are a registered Office Beta 2 Participant, and are using a team site hosted at one of the OWS beta hosting ISPs, you will not need to do this configuration. The ISP hosting your web site has already done this for you.

To configure one or more OWS features, do the following:

1. Open the Global HTML Administration pages. On the web server, click **Start, Programs, Administrative Tools, Office Web Server Administrator**. Some of the settings can be made per each virtual server, but these instructions are for the global settings that apply to all virtual servers.
2. Click **Set installation defaults**
3. On the **Installation Defaults** page, you can optionally make configuration settings. These settings are global and will apply to all virtual servers on the web server. These settings will be used unless they are overridden at the per virtual server level. Listed below is an explanation of each setting:
 - ☐ **Database Settings:** The database settings specify which SQL Server OWS should use for creating databases for storing web site data. If you installed OWS and do not have a SQL server, you are using MSDE and do not need to make any changes to the Database Settings.

- ☐ **Web Document Discussions:** The web discussion settings enable and disable discussions, specify whether discussions can occur only on your web site or any web site, and whether to optionally delete old discussions after a period of time. The default settings are recommended for this beta.
- ☐ **Subscriptions:** The subscription settings enable and disable subscriptions, specify whether subscriptions occur on documents and folders or just on documents, and specify the frequency and time of notifications. The default settings are recommended for this beta.
- ☐ **Usage Analysis Settings:** The usage analysis settings enable and disable usage analysis, specify how often usage analysis is run, specify whether to delete stored analysis data, and let you optionally choose to process log file data for complete days only.
- ☐ **Server Health:** The server health settings enable and disable server health monitoring and specify how often to analyze server health.
- ☐ **Mail Settings:** The mail settings enable you to specify a SMTP mail server that to use for the Subscription and Invitations features.
 - ☐ **SMTP mail server:** In this box, specify an SMTP server as a host name or IP address, such as mail.microsoft.com.
 - ☐ **From address:** In this box, specify the email address from which subscriptions and invitations will be sent, such as someone@microsoft.com.
 - ☐ **Reply-to address:** In this box, specify the e-mail address that subscriptions and invites will reply to, such as someone@microsoft.com.
- 4. After you have configured all of the administrative settings, click the **Submit** button to apply settings.

Known Problems

- If you upgrade from OWS Beta 1 to Beta 2, do not use the following command line arguments:
`owsadm.exe -o upgrade -p all`
A bug related to this set of arguments will cause database data loss. If you have to upgrade multiple web sites, upgrade them one at a time using the following command line syntax:
`owsadm.exe -o upgrade -p /lm/w3svc/port#`
where *port#* is the port being upgraded.
- Saving documents from Office or through a Web Folder to an OWS team site may fail with the error “Document not Saved”. More specifically, the bug is that when Office or Web Folders communicates to IIS 5.0 to find out if the server is enabled with OWS or if it is using DAV, sometimes IIS will respond that the server is running DAV even though OWS is installed. Once the server is in this state it will stay that way until the server is restarted. The Office application may try to use DAV but this

will fail if the IIS server is not configured to permit write permission. If you will be configuring an OWS server you can work around the problem by disabling DAV and adding a custom HTTP header to IIS. You only need to do this if the server is IIS 5.0 since IIS 4.0 did not incorporate DAV. To disable DAV do the following:

- Open a command-prompt session.
- Stop the IIS services by typing the following command and then pressing ENTER: "IISRESET /STOP" (without the quotation marks)
- Set ACLs on the Httpext.dll file to everyone no access by doing the following:
- a. Change the directory to your %SystemRoot%\System32\Inetsrv folder.
 - b. Open a command-prompt session and type: "CACLS httpext.dll /D Everyone" (without the quotation marks)
- Restart the IIS services by typing the following command and then pressing ENTER: "IISRESET /START" (without the quotation marks)

To set the custom HTTP header do the following:

- ☐ Start the IIS Internet Service Manager
- ☐ Right-click on the **Computer Name** and click **Properties**
- ☐ Click **Edit for Master Properties**
- ☐ Click **HTTP Headers**
- ☐ Click **Add**
- ☐ For Custom Header Name enter: MS-Author-Via
- ☐ For Custom Header Value enter: MS-FP/4.0,DAV
- ☐ Click **OK**
- ☐ Click **Apply** and if a dialog pops up for you to select all virtual servers that apply then select any virtual server that will be provisioned with OWS and click OK.

To later re-enable DAV after this bug is fixed, do the following:

- 1. Open **Windows Explorer**.
- 2. Go to your %SystemRoot%\System32\Inetsrv folder.
- 3. Right-click your Httpext.dll file, and then click **Properties** on the pop-up menu.
- 4. Click the **Security** tab.
- 5. Select **Everyone**, and then click **Remove**.
- 6. Select the **Allow inheritable permissions from parent to propagate to this object check box**, and then click **Apply**.
- 7.
- 8.
- 9. Click **OK** to exit the **Properties** dialog box.

- Closing a discussion using the discussion toolbar in Netscape causes the discussion item to no longer be viewable.
- Users that have Author rights to an OWS web site can open the web and copy a list to make a new one even though Authors do not explicitly have the right to create lists.

- The status of OWS upgrading from Beta 1 to Beta 2 is not addressed in this readme. Go to <http://beta.office.microsoft.com> and under the FAQ section look for titles about upgrades.
- Installing OWS on an NT 4.0 machine running Office 2000 or IE 5 breaks web folders. To get web folders to work in the configuration, install Office Beta 2 on the machine.
- The usage e-mail report feature currently supports sending mail to one recipient only. The text in the HTML administration pages indicates otherwise.
- On the OWS global administration page "Set Installation Defaults", if you use SQL and do not specify the database administrator and password, you will receive an error when submitting the page to apply settings.
- Usage analysis administration page suggests that you can configure multiple e-mail accounts to be notified when Usage is run. For Beta 2 you can only specify one e-mail account.
- Any machine that has Office Beta 2 installed will not be able to connect to OWS web sites using web folders if the web site is on a port other than 80.
- The email sent with Invitations includes a change password link. If a user chooses to change the ows assigned password he must enter the domain\account and password for the change password to work. For instance, an invitation will include the following text:
Your user name and password for accessing this site are:
User name: owserver\myaccount Password: A*!3Can\$
When you change your password you have to specify your account as owserver\myaccount. Entering only myaccount will fail. This same problem will occur if you attempt to use the OWS administration pages to reset an account's password. On the reset password page you must specify the domain\account for the text box called User name for the reset password to work.

Microsoft Office Common Components

Microsoft Media Gallery

Features

- Media Gallery (renamed from Clip Gallery) Search task pane, integrated into Word, Excel, Front Page, Publisher, and PowerPoint, allows to search for desired media in the same integrated fashion as the Office Search task pane.
- Ability to do keyword search or browse in both the Office application's task pane and the Media Gallery stand-alone application to locate desired content.

- Ability to specify the scope of the media search using Collection (category) names.
- Ability to preview one or more clips and see most properties associated with those clips.
- Ability to automatically catalog all media on your hard drive and make them immediately available for all Media Gallery searches.
- Ability to import into Media Gallery the sets of clips (various kinds of media, some obscure type may not work) that you already had on your machine (also includes support for copy/paste, drag/drop).
- Ability to organize and/or re-organize your content and the Office content using the stand-alone Media Gallery application by allowing you to create new collections, new sub-collections, and move content to and from these collections (e.g. you want to create your own hierarchy of collections to manage your digital photographs within Media Gallery).
- Ability to drag and drop clips to and from Media Gallery from within the stand-alone Office applications; ability to drag and drop from the Media Gallery task pane to the desired Office document.
- Ability to display and use horizontal lines and bullets.
- Ability to automatically import clips to Media Gallery directly from your digital camera or scanner, and then find the clips in “My Collections.” This is done via File / Add Clips to Gallery / From Scanner or Camera in the stand-alone Media Gallery application, which is located on the Start menu, under Programs / Microsoft Office Tools / Microsoft Media Gallery.
- Ability to send a clip or set of clips (up to 10 clips per email) as an attachment to an email recipient.
- The Microsoft Media Gallery web site is accessible via the Search task pane and the Media Gallery stand-alone search facility. The links to the actual web page will return a placeholder page and are not functional in this beta release. However, the content on the web site is automatically queried and returned in the results when that scope (Web Collections) is selected for a query.

Known Issues

- Accessibility features are not yet completed.
- No compatibility exists in this version of Media Gallery for prior versions of Clip Art Gallery (requires clean install, no side by side support).
- Users can query the Microsoft Media Gallery content on the web. This is done automatically if “Web Collections” is selected in the “Search in” box and if the “Media Gallery Online” collection is checked.
- Thumbnails shown are not of high quality. Will be improved in future releases.
- Some Logo requirements may not be met in this release.

- With Office, there is no longer a jump to Media Gallery from within Access or Outlook. Users of those products who want to use clip art in their applications or documents must drag / drop or copy / paste from Media Gallery to their destination.
- When doing Web searches, only the first keyword is used to search for content. Any additional keywords in the search edit box are ignored.
- When creating collection names in Media Gallery, they may not contain path-like characters such as “/” or “\”.
- Format Bullets / Numbering is not functional in this beta for the localized versions of Media Gallery. It only works in the US English version at this point and will be fixed before the final product release to work in all languages.
- There are several conditions when using Media Gallery in Office Beta 2 where the Office application executes predefined queries to Media Gallery. Example conditions are requesting more autoshapes, requesting bullets or lines (for example, in Word), and display of movies or sounds via predefined options in PowerPoint, etc. In these scenarios and others that use predefined queries (not user-specified queries), Media Gallery will generate a cryptic error message with a hexadecimal error code. The user can safely dismiss the error dialog and continue with their request.
- In addition, any queries that are issued using Web Collections within Media Gallery when there is no network connection will result in a similar error dialog. The error dialog can also be safely dismissed in this scenario. The remainder of the query (using the other selected collections) will complete successfully.

Scenarios

AutoImport

Annie is a novice Office user, but has some clips on her hard drive that have been sent to her by friends and relatives over the past couple of years. She has used previous versions of Office, but has only used the ClipArt feature to insert Microsoft-supplied clip art into her documents. Annie buys Office and upon first use, she notices that the Auto-Import feature has found all the fun clips she had on her system, and placed them in their own group, under “My Collections,” which is separate from the Microsoft-supplied content under “Office Collections.” She had forgotten she had these clips. She can use them as-is without having to categorize and keyword them further because Auto-Import has already categorized and added key words for her.

Stand-alone

Brent has recently purchased a digital camera, and loves to take series of shots in the garden, with the kids, the pets, etc. He likes the way Media Gallery finds his sets of photos for him, and he can place different sets of photos into different directories on his hard drive. Because he has set up and customized Media Gallery into various ‘collections’ under ‘My Collections,” he can automatically store everything. He puts the photos/kids directory into his ‘Kids’ collection in MediaGallery, and all his garden and flower shots into his ‘Home and Garden’ collection. He can set his own parameters for what gets stored where, and he likes this versatility. Brent also likes the way he can

automatically download his clips from his camera to Office, manipulate them, and find them in Media Gallery under the camera name.

Search

Kade is a novice user of Word. He is working on a school report about the history of baseball. He clicks on Insert / Picture / Clip Art in order to find some images for his report. The Media Gallery task pane is displayed, and in looking at the controls, he sees that he can specify that photographs be returned for a query. He enters the keyword, “baseball,” and immediately sees the results box populated with thumbnails of photographs dealing with baseball topics. Kade has discovered that he can insert his baseball photograph into his document either by clicking on the thumbnail, or by dragging and dropping the thumbnail into his document.

Organizing Clips from the Task Pane

Jason is viewing the Media Gallery results from the query that he just initiated, and at the bottom of the task pane he sees the “Media Gallery” hyperlink. He clicks on that and sees the stand-alone Media Gallery application start up. Navigating through the menus, he sees that he can control the organization of his content within Media Gallery; from File/New he sees that he can create collections. He creates a new collection named “Cool Web Shots” and then launches his Web browser to find some pictures that he likes. Upon finding one, he tries dragging the clip from the browser to the new collection and to his amazement and delight, the picture is easily added to the collection. Jason then closes Media Gallery, and returns to the Office application’s task pane. He starts a new query; he selects “Show all clips” from the keyword text dropdown, and then selects his new collection as the one he wants to browse. Clicking on the “Search” button executes the query and he sees his new clip from the Web show up in the results task pane.

Keywords and Captions

Ted is thrilled with the new feature of having his photographic collection automatically cataloged (AutoImport) by Media Gallery. As he explores the features more, he finds out that he can add captions and keywords to his clips. Using the stand-alone Media Gallery application, he opens up a collection (Hang Gliding Photos) generated by the AutoImport feature, selects all of the clips and then uses the Add Keyword feature to add the same keywords (flying, hang glider) to all of these clips. He is amazed at how easy it is to do this. When he is done with that, he begins scrolling through each clip and types in a unique caption for each of his photos. Now that he knows that hovering over a clip will display captions, he really wants to see that information in his Results box. To do so, he switches to the Preview view to see the properties.

Bullets

Sarah creates all her documents as Web pages, and likes to add some spice to her bullet points. As with Office 2000, she can select Format/Bullets and Numbering and click on the ‘Picture’ button. In this version of Office, Sarah can select Format/ Bullets and Numbering and click on the ‘Picture...’ button, and her additional options will appear in a modal dialog box, just as it did in Office 2000. This dialog box, is resizable and contains

multiple columns and rows of bullets. She can click on one of these buttons to have it inserted into her document.



Microsoft Office Document Imaging

Features:

Today’s office consists of a combination of electronic sourced documents and physical paper documents. The PC revolution has made it easy to create, view, and share electronic documents, but paper documents are not easily incorporated into the PC-centric workplace. Microsoft Office Document Imaging bridges the gap between paper documents and electronic documents by making it easier to absorb physical documents into the electronic space. Microsoft Office Document Imaging:

- Allows you to scan and view image documents
- Enables you to use a scanned document as easily as any another Office document, including support for editing, storage, and searching
- Makes reading a scanned document on screen a pleasant experience

The Microsoft Office Document Imaging product is comprised of two distinct yet related applications: Microsoft Office Document Imaging and Microsoft Office Document Scanning. Both applications are located on the Start Menu under Programs/Microsoft Office Tools.

- Microsoft Office Document Imaging enables you to view and manipulate TIFF Files (files either generated by Microsoft Office Document Imaging or existing TIFF Files, such as electronic faxes). You can view TIFF files in Microsoft Office Document Imaging by opening them from within the Imaging application, or by double-clicking on a TIFF file. Once within the application, you can rearrange pages that were scanned out of order, export OCR (Optical Character Recognition) data as text to Microsoft Word and other applications, and search for words within the file. Microsoft Office Document Imaging includes the Reading View feature, designed to increase the ease of on-screen reading.
- Microsoft Office Document Scanning is a scanning application that lets you scan single- or multi-paged documents as TIFF files. The scanning application performs OCR (Optical Character Recognition) during the scanning process. You can use existing scanner presets or create presets in order to control specific scanner settings, such as page size, resolution, and OCR language to obtain desired results.

Because Microsoft Office Document Imaging performs OCR while generating TIFF files, you can search for text within a Microsoft Office Document Imaging TIFF via Office Search or the Search/Find option located on the Start menu.

Known Issues:

- Microsoft Office Document Imaging may not have the latest driver information for your scanner model. You may submit a log file that contains driver information in order to add to the scanner driver database. Please send the log

- file "msp_hint.txt" as an email attachment to scanlog@microsoft.com. You can locate this file in your TEMP or TMP directory.
- While Windows is generating a thumbnail preview for a TIFF file, you won't be able to open the TIFF in Microsoft Office Document Imaging
 - OCR may fail if the file is of poor quality, and OCR will not engage if you have turned off OCR in the scanner preset.
 - There are references in the Online Help to "EPAPER10TBD" – this is a code name and will be removed after the Beta 2 release.
 - Microsoft Office Document Imaging will not index any one-page TIFF file larger than 1MB.
 - The drop-down list of OCR language options does not include Slovenian, Romanian or Slovak, although Microsoft Office Document Imaging can perform OCR in these languages. For best OCR results in these languages, select Czech from the list of choices.
 - Help is not yet complete.

Microsoft Customer Manager

Microsoft® Customer Manager is a new program in the Office suite. Its mission is to make it easy for small businesses to gain more value from their customer interactions by enabling services that draw on Office and the Web.

With Microsoft Customer Manager, small businesses can:

- collect and store all information about current and potential customers
- use customer information to personalize communications with customers
- track customer communications and interactions
- run their businesses more effectively

Customer Manager provides data integration across many of the key programs and appliances that small businesses already use, including Office, accounting and LOB programs, phones and phone services, and fax machines.

Backwards Compatibility

The Small Business Tools released with Office 2000 (Small Business Customer Manager, Small Business Financial Manager, and Direct Mail Manager) will not work if this Office beta release is installed on the same computer. It is recommended that you install this Office beta release on a different computer.

Small Business Financial Manager and Direct Mail Manager are not included in this release of Office. Updates to these programs will be released on Office Update when they become available.

Known Problems

- The Buy a Mail List feature is not yet implemented.
- The Send to Mail Service Provider feature accessed from the Word and Publisher Mail Merge Wizard is not yet implemented.
- The Create a Letter feature that accesses Word is not yet implemented.

- No accounting application filters are available at this time. Filters will be released on the beta Web site when they become available.
- Duplicate checking might not work when multiple contacts are dragged from Outlook to the Customer Manager Customers folder.
- The following filter fields have been disabled: dates, to and from.

Appendix A: Using Secure Newsgroups

Microsoft private newsgroups are accessed from a dedicated news server and require a name and password (authentication) before giving you access to the newsgroups. All newsgroups for this beta program begin with:

microsoft.beta.office10.*

The news server for this beta program is:

betanews.microsoft.com

Your newsgroup account name is:

betanews\<Your BetaID>

Your beta ID and password will be sent to you by e-mail. The beta ID and password you receive will be used for all beta programs you are participating in. If you have not received your password within two business days after receiving your beta kit, please e-mail off10bta@microsoft.com. This e-mail alias is for administrative issues only and is unable to answer technical support questions.

*****YOU SHOULD NOT DISCUSS THIS BETA PROGRAM IN ANY OTHER NEWSGROUPS*****

Getting Started

You will need a newsreader program such as Microsoft Outlook Express (which supports multiple news servers and comes with several Microsoft products, including Internet Explorer 4.0 or later) to participate in the newsgroups.

If you are unable to use Outlook Express, you can locate other newsreaders on a site such as www.shareware.com to suit your needs.

NOTE: If you have support problems with, or questions about, any newsreader you obtain from www.shareware.com, you will need to contact the newsreader's manufacturer, because Microsoft neither recommends nor supports these products.

Configuring Microsoft Outlook Express

To add a new news server to Outlook Express:

1. Open Outlook Express.
2. On the **Tools** menu, click **Accounts**.
3. Click the **Add** button.
4. Click **News**, and then follow the instructions in the Internet Connection Wizard.
5. Type your name and e-mail address when prompted and click **Next** after each.

6. On the Internet News Server Name page, type betanews.microsoft.com, select the **My news server requires me to log on** box, and then click **Next**.
7. For account name, type **betanews\<Your BetaID>**.
8. Enter your password exactly as it was issued.
9. If applicable, select the **Log on Using Secure Password Authentication (SPA)** check box, and then click **Next**.

Your **password** will be sent to you via e-mail within two business days. If you do not receive it, please e-mail off10bta@microsoft.com.

10. You can enter any name as the friendly name, or you can let it default to the news server name, and then click **Next**.
11. Specify the type of connection you will use for this account, click **Next**, and then click **Finish**.
12. Click **Close**, and then begin downloading your newsgroups.

NOTE: While you are connected, you may need to refresh newsgroup headers in order to see newer postings, including your own. Newsreaders have various ways to do this.

For the latest information about Outlook Express as well as a list of Frequently Asked Questions, go to the Outlook Express Web page at: <http://www.microsoft.com/ie/ie40/collab/imm>.

Helpful Tips for Office Beta 2 Newsgroups

- Check to ensure that you have typed the server name as **betanews.microsoft.com**.
- Make sure that you have typed **betanews** in front of your beta ID in the account name.
- Remember, your password is case sensitive and will need to be typed exactly as it was issued.
- Most newsreaders provide capability to “subscribe” to specific newsgroups. Please see your newsreader’s Help file for more information.

Corporate Users

If you are unable to access Microsoft beta newsgroups, chats, or bulletin boards, you may be behind a corporate firewall. There are two ways in which your system administrator can solve the problem:

- Open the Chat and News ports in the firewall. Chat requires port 6667 and News, 119.
- Install a proxy server that is able to pass protocols on ports 6667 and 119.

If neither of these options is feasible, you can connect using any Internet service provider (ISP). Due to the number and variety of firewall and proxy server products, and the number of Internet service providers, we are not able to recommend or support specific configurations.

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